

Document	BAR 13 – ACCIDENT PREVENTION & OCCURRENCE REPORTING	
Version	02	



Brunei Department of Civil Aviation

Negara Brunei Darussalam

www.mtic.gov.bn/dca

Brunei Aviation Requirements

BAR 13

ACCIDENT PREVENTION & OCCURRENCE REPORTING

Document	BAR 13 – ACCIDENT PREVENTION & OCCURRENCE REPORTING	
Version	02	

Table of Contents

Table of Contents	2
Subpart A – General	4
1 Purpose	4
1.1 Laws, regulations and procedures	5
1.2 Procedure compliance	5
1.3 Applicability	5
Subpart B – Notification	6
2 Notification of an occurrence	6
2.1 Time for reporting occurrence	6
2.2 Types of occurrence	7
2.3 Other Hazardous Occurrences	7
Subpart C – Investigation	8
3 Occurrence investigation and follow-up reporting	8
3.1 Preservation of records	8
3.2 Retention of defective products and components	8
Appendix 1 - Information & Guidance on The Mandatory Occurrence Reporting Scheme	9
2 Applicability	10
2.3 Voluntary Reporting	11
3 Contact Details	11
4 Legislation	11
5 Reporting Procedure	12
6. Grade E Occurrence	13
6.1 Passenger Medical Emergencies and PAN Calls	13
7 Protection of Reporters and Reports	14
7.1 Confidentiality and Dissemination of Reports	14
8. Processing of Occurrence Reports and Publication of Occurrence Information	14
Appendix 2 – List of Occurrences in Civil Aviation	16
PART 1 OCCURRENCES RELATED TO THE OPERATION OF AIRCRAFT	16
PART 2 OCCURRENCES RELATED TO TECHNICAL CONDITIONS, MAINTENANCE AND REPAIR OF THE AIRCRAFT	21
PART 3 OCCURRENCES RELATED TO AIR NAVIGATION SERVICES AND FACILITIES	22
PART 4 OCCURRENCES RELATED TO AERODROMES AND GROUND SERVICES	24
PART 5 OCCURRENCES RELATED TO AIRCRAFT OTHER THAN COMPLEX MOTOR POWERED AIRCRAFT, INCLUDING SAILPLANES AND LIGHTER-THAN-AIR VEHICLES	29

Document	BAR 13 – ACCIDENT PREVENTION & OCCURRENCE REPORTING	
Version	02	

Appendix 3 – Mandatory Occurrence Report (MOR) Forms

34

Document	BAR 13 – ACCIDENT PREVENTION & OCCURRENCE REPORTING	
Version	02	

Subpart A – General

1 Purpose

- (a) The requirements of this Part cover the submission to the Director of Civil Aviation (“the Director”) of information about reportable occurrences. The information submitted will be analysed to identify any necessary corrective actions with an overall objective of improving aviation safety.
- (b) The sole objective of an occurrence reporting system shall be the prevention of accidents and incidents in accordance with Chapter 8 to ICAO Annex 13. It is not the purpose of this activity to apportion blame or liability.
- (c) These Requirements are not in themselves Law but are made pursuant to regulations 83 and 91 to the Civil Aviation Regulations 2006 (“the Regulations”). Therefore, failure to comply with these Requirements may:
 - (1) constitute a breach of the Regulations; and
 - (2) result in proceedings for breaches of the Regulations; or
 - (3) result in the refusal of an application for renewal of a certificate or licence or approval; or
 - (4) result in action to suspend or revoke a certificate or licence or approval.
- (d) The Regulations detail the legal obligations governing the submission of information about accidents and incidents
- (e) It is fundamental to the purpose of a Reporting Scheme that the substance of reports should be disseminated where necessary in the interest of flight safety. Without prejudice to the proper discharge of his responsibilities, Brunei DCA will not disclose the name of the person submitting a report or of a person to whom it relates unless required to do so by law or unless the person concerned authorises disclosure. Should any flight safety follow up action be considered necessary, the Brunei DCA will take all reasonable steps to avoid disclosing the identity of the reporter; or of those individuals involved in the reportable occurrence. The primary purpose is to secure free and uninhibited reporting.
- (f) Without prejudice to the duty of the Director to take appropriate action in respect of any licence or certificate, it will not be the policy to institute proceedings in respect of unpremeditated or inadvertent breaches of the law which come to the attention of the Director only because they have been reported; except in cases involving dereliction of duty or gross negligence. The Director shall not use or make available for the purpose of prosecution any information submitted to him by a person under this Part unless:
 - (1) the information reveals a grossly negligent act or omission that caused danger to any other person or to any property; or

Document	BAR 13 – ACCIDENT PREVENTION & OCCURRENCE REPORTING	
Version	02	

- (2) false information is submitted; or
- (3) the Director is obliged to release the information pursuant to a statutory requirement or by order of a Court.

1.1 Laws, regulations and procedures

Each holder of a certificate, licence or approval shall take reasonable care to ensure that all persons employed, engaged, or contracted by the holder to perform aviation-related activities, are familiar with the appropriate sections of legislation, these Aviation Requirements, any applicable conditions on the certificate, licence or approval; and the procedures specified in the approval holder's safety assurance documentation or exposition.

1.2 Procedure compliance

Each person performing duties in relation to a certificate, licence or approval shall conform to the applicable procedures specified in the safety assurance documentation of the certificate, licence or approval holder which authorises the operation.

1.3 Applicability

- (a) This Part details requirements governing the reporting of occurrences, and applies to all holders of certificates, licences or approvals.
- (b) In the event of an aircraft accident or serious incident occurring in Brunei Darussalam, or involving a Brunei Darussalam registered aircraft, any Civil Aviation (Investigation of Air Accidents and Incidents) Regulations in force will be applicable. The Regulations lay down the requirements relating to the notification of accidents and incidents and the obligations to provide information to the Director or to the accident investigation authority, or an investigator, appointed to carry out an investigation.

Document	BAR 13 – ACCIDENT PREVENTION & OCCURRENCE REPORTING	
Version	02	

Subpart B – Notification

2 Notification of an occurrence

Every person listed below must report to the Director as soon as practicable, by a means acceptable to him, any event which constitutes an occurrence described in 2.2 and which comes to that person's attention in the exercise of that person's functions:

- (1) the operator and the pilot-in-command of an aircraft which has a certificate of airworthiness or permit to fly issued by the Director;
- (2) the operator and the pilot-in-command of an aircraft operated under an air operator's certificate granted by the Director;
- (3) a person who carries on in Brunei Darussalam the business of manufacturing, repairing or overhauling an aircraft referred to in sub-paragraphs (a) or (b), or any equipment or part thereof;
- (4) a person who carries on the business of maintaining or modifying an aircraft that has a certificate of airworthiness or permit to fly issued by the Director and a person who carries on the business of maintaining or modifying any equipment or part of such an aircraft;
- (5) a person who carries on the business of maintaining or modifying an aircraft, operated under an air operator's certificate granted by the Director, and a person who carries on the business of maintaining or modifying any equipment or part of such an aircraft;
- (6) a person who signs an airworthiness report or a certificate of release to service in respect of such an aircraft, part or equipment;
- (7) a person who performs a function which requires an air traffic controller's licence or flight information service authority;
- (8) an aerodrome certificate holder, operator or manager of a certificated or licensed aerodrome;
- (9) a person who performs a function connected with the installation, modification, maintenance, repair, overhaul, flight checking or inspection of air navigation facilities which are utilised by a person who provides an air traffic control service under an approval issued by the Director;
- (10) a person who performs a function concerning the ground-handling of aircraft, including fuelling, servicing, load sheet preparation, de-icing and towing.

2.1 Time for reporting occurrence

- a) Occurrences shall be reported within 72 hours of the reporter/organisation becoming aware of the occurrence, unless exceptional circumstances prevent this.
- b) Organisations shall transmit within 30 days from the date of notification of the

Document	BAR 13 – ACCIDENT PREVENTION & OCCURRENCE REPORTING	
Version	02	

occurrence by the reporter, preliminary results of the analysis and action taken to Brunei DCA

- c) The report of the final results of the analysis should be made available to Brunei DCA by no later than 3 months from the date of notification of the occurrence.
- d) When the organisation fails to transmit the preliminary or final results of the analysis of any occurrence which has been submitted to Brunei DCA, the authority reserves the right to request the transmission of the subject reports.

NOTE – Further information and guidance on the reporting procedure is provided in Appendix 1 of this document.

2.2 Types of occurrence

Occurrences required to be reported are:

- (a) any incident relating to such an aircraft or any defect in or malfunctioning of such an aircraft or any part or equipment of such an aircraft, being an incident, malfunctioning or defect endangering, or which if not corrected would endanger, such an aircraft or its occupants or any other person; or
- (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 such an aircraft, being a defect or malfunctioning endangering, or which if not corrected would endanger, such an aircraft or its occupants; or
- (c) any incident in flight in which the pilot-in-command of an aircraft has reason to believe that the aircraft has been in collision with one or more than one bird; or
- (d) any dangerous goods accident, dangerous goods incident or the finding or undeclared or misdeclared dangerous goods in cargo or passenger's baggage.

NOTE – Comprehensive list of occurrences in civil aviation are provided in Appendix 2 of this document.

2.3 Other Hazardous Occurrences

Hazardous flight conditions encountered, including those associated with meteorological conditions, shall be reported to the appropriate aeronautical station as soon as possible. The reports so rendered shall give such details as may be pertinent to the safety of other aircraft.

Document	BAR 13 – ACCIDENT PREVENTION & OCCURRENCE REPORTING	
Version	02	

Subpart C – Investigation

3 Occurrence investigation and follow-up reporting

- (a) Each person required to provide an occurrence report shall provide such additional information relating to the occurrence as the Director may require.
- (b) Submission of an occurrence report does not preclude investigation through the reporting organisation's Safety Management System.

3.1 Preservation of records

- (a) Each holder of a certificate of registration of an aircraft that is involved in an incident shall preserve all records, including all recording media maintained for the operation and maintenance of the aircraft, for at least 90 days after the incident unless otherwise notified by the Director.
- (b) Each holder of an Air Traffic Services certificate granted under the Regulations shall preserve all records, including log entries, electronic recordings, technical and other relevant data relating to the occurrence for at least 90 days after the occurrence unless otherwise notified by the Director.

3.2 Retention of defective products and components

Each holder of a certificate of registration, or an approval issued under the Regulations, or the relevant Brunei Darussalam Aviation Requirements, shall retain any defective product or component that is associated with a defect occurrence for at least 90 days after submitting the report unless otherwise notified by the Director.

Document	BAR 13 – ACCIDENT PREVENTION & OCCURRENCE REPORTING	
Version	02	

Appendix 1 - Information & Guidance on The Mandatory Occurrence Reporting Scheme

1 The Objective of the Scheme

- .1 The objective of the MOR Scheme is to contribute to the improvement of flight safety by ensuring that relevant information on safety is reported, collected, stored, protected and disseminated. The sole objective of occurrence reporting is the prevention of accidents and incidents and not to attribute blame or liability.
- 1.2 The existence of the Scheme to achieve the above objective is not intended to replace or reduce the duties and responsibilities of all organisations and personnel within the aviation industry. The primary responsibility for safety rests with the management of the organisations involved (manufacturers, operators, maintenance organisations etc).
- 1.3 The Brunei DCA's responsibility is to provide the regulatory framework within which the industry must work and thereafter to monitor performance to be satisfied that required standards are set and maintained. The Mandatory Occurrence Reporting Scheme is an established part of the Brunei DCA's monitoring function and is complementary to the normal day-to-day procedures and systems.
- 1.4 It is thus no less incumbent upon any organisation:
 - a) to record occurrences; and
 - b) in conjunction with the appropriate organisation (e.g. aircraft manufacturer, maintenance organisation) and when necessary the Brunei DCA, to investigate occurrences in order to establish the cause sufficiently to devise, promulgate and implement any necessary remedial and preventative action.

Document	BAR 13 – ACCIDENT PREVENTION & OCCURRENCE REPORTING	
Version	02	

2 Applicability

2.1 What Should be Reported?

2.1.1 A reportable occurrence in relation to an aircraft means:

Any incident which endangers or which, if not corrected, would endanger an aircraft, its occupants or any other person.

A list of examples of these occurrences appears in Appendix 2 to this publication. This Appendix provides more detailed guidance on the types of occurrences that are required to be reported. However, reporters are left to determine whether endangerment is a factor and thus determine whether the incident should be reported.

2.1.2 Any person specified in the legislation should report any reportable occurrence of which they have positive knowledge, even though this may not be first hand, unless they have good reason to believe that appropriate details of the occurrence have already been, or will be, reported by someone else.

2.1.3 A report should also be submitted on any occurrence that involves an unsatisfactory condition, behaviour or procedure, which did not immediately endanger the aircraft but if allowed to continue uncorrected, or if repeated in other foreseeable circumstances, would create a hazard.

2.1.4 It is of great importance to the success of the Scheme that the reporters keep firmly in mind the concept of 'endangering' or 'potentially endangering', as used in the above definition, when deciding whether or not to submit a report. The primary objective of occurrence reporting is to monitor, disseminate and record for analysis, critical or potentially critical safety occurrences. It is not intended to collect and monitor the normal flow of day-to-day defects/incidents etc. The latter is an important part of the overall flight safety task but other procedures and systems exist to carry out this function. In the main these comprise industry responsibilities monitored overall by the BRUNEI DCA. When appropriate, such systems also provide the necessary records for statistical purposes. In order to achieve the above objectives for occurrence reporting, the criteria for a reportable occurrence need to be set above, in terms of the effect on safety, the normal day-to-day defects or minor incidents. Over-enthusiastic reporting of such items which fall below these criteria will involve unnecessary duplication and work to both the reporters and the BRUNEI DCA and will also tend, by sheer volume of data generated, to obscure the more significant safety items. Reporters should ensure that the content of their reports meets with the criteria and guidance laid out in Appendix 2. Particular emphasis should be paid to ensuring that day to day operational anomalies, technical defects and routine reliability issues are dealt with via the normal organisational systems and procedures.

2.2 Persons Required to Report

01 July 2018	Uncontrolled when printed	Page 10 of 56
--------------	---------------------------	---------------

Document	BAR 13 – ACCIDENT PREVENTION & OCCURRENCE REPORTING	
Version	02	

2.2.1 Persons required to report an occurrence are listed in Section 2 Notification of occurrence.

2.3 Voluntary Reporting

2.3.1 The BRUNEI DCA encourages voluntary reporting across the whole spectrum of Brunei civil aviation operations. A voluntary report is made by a person not required to report under the legislation described above. Voluntary reports are processed in a similar way to mandatory reports.

3 Contact Details

3.1 Completed occurrence reports should be sent to the **Safety and Security Policy Unit, Regulatory Division of Brunei DCA**. It is usual for this to be done by email, but fax and hard copy are also acceptable formats.

Address:	Safety and Security Policy Unit Regulatory Division Department of Civil Aviation Brunei International Airport BB 2513 Brunei Darussalam
Email:	mor@civil-aviation.gov.bn
Fax:	+673 234 5345
Phone	+673 233 0142

3.2 Occurrences that are considered to include particularly dangerous or potentially dangerous circumstances should be reported to the BRUNEI DCA immediately.

4 Legislation

4.1 The legislations applicable to Mandatory Occurrence Reporting are Civil Aviation Order (CAO) 2006 and Civil Aviation Regulation (CAR) 2006. It should be noted that reference must always be made to the source legislation if there is any doubt as to the responsibility for the reporting of an occurrence. If clarification is required, the Safety and Security Policy Unit, Regulatory Division can be contacted, see section 3.

4.2 Legislation on the Mandatory Occurrence Reporting is contained in Section 52 (Reporting Requirements) of Civil Aviation Order 2006 and Regulation 83 (Mandatory Reporting) of the Civil Aviation Regulations 2006.

Document	BAR 13 – ACCIDENT PREVENTION & OCCURRENCE REPORTING	
Version	02	

5 Reporting Procedure

- 5.1 The Legislations place the primary responsibility for reporting with individuals. However, the interests of flight safety are best served by full participation in the investigation by the organisation involved. Therefore, wherever possible, the BRUNEI DCA encourages the use of company reporting systems, with a responsible person(s) within the organisation being nominated to receive all reports and to establish which reports meet the desired criteria for an occurrence report to the BRUNEI DCA. Correlation of operational and technical aspects and the provision of any relevant supplementary information, e.g. the reporter's assessment and immediate action to control the problem, is an important part of such activity. Management of such 'Air Safety Reports', including those meeting the MOR criteria, is an important part of an organisation's Safety Management System (SMS). MOR reporting action must not interfere in any way with local reporting schemes that may take precedence where immediate action is appropriate.
- 5.2 Individuals may submit an occurrence report directly to BRUNEI DCA should they so wish, but in the interest of flight safety they are strongly advised also to notify their employers, preferably by a copy of the report, unless confidentiality is considered essential.
- 5.3 **Reports must be despatched within 72 hours of the event**, unless exceptional circumstances prevent this. Nevertheless, when the circumstances of an occurrence are judged to be particularly hazardous, the BRUNEI DCA expects to be advised of the essential details as soon as possible. The BRUNEI DCA is dependent upon the judgement of those responsible for submitting reports to establish which occurrences are in this category. Conversely, for occurrences involving a lesser degree of hazard, reporters must exercise their judgement in deciding whether to delay the despatch of the report if there is the likelihood of additional information becoming available within the 72 hours, which could usefully be included with the report.
- 5.4 Should the initial report be incomplete, a further report containing this information must be made as soon as the information becomes available. Prompt advice to the BRUNEI DCA on the results of investigations and the actions taken to control the situation will minimise, or may render unnecessary, direct BRUNEI DCA involvement in the investigative activity. In the case of technical failures or difficulties, the availability of photographs and/or preservation of damaged parts will greatly facilitate the subsequent investigation.
- 5.5 The Organisation/Reporter shall transmit to Brunei DCA, within **30 days from the date of notification of the occurrence** :
- a) the preliminary results of the analysis performed, if any; and
 - b) any action to be taken.
- 5.6 The Organisation/Reporter shall transmit Brunei DCA the final results of the analysis, where required, as soon as they are available and, in principle, **no later than three months from the date of notification of the occurrence**.

5.7 Occurrence Reporting Forms

01 July 2018	Uncontrolled when printed	Page 12 of 56
--------------	---------------------------	---------------

Document	BAR 13 – ACCIDENT PREVENTION & OCCURRENCE REPORTING	
Version	02	

5.7.1 To facilitate consistent reporting and subsequent storage and analysis of data, standard report forms are available. Organisations may wish to use a report format designed to meet their own system requirements. In such cases the in-house document(s) should, as far as possible, follow the general format of the BRUNEI DCA model. Any format other than the standard BRUNEI DCA forms should encompass similar data fields to the appropriate BRUNEI DCA form(s).

5.7.2 Appendix 3 shows MOR forms:

- a) **FORM MOR01**, to be used for all types of occurrence except: air traffic occurrences reported by Air Traffic Controllers and air traffic services ground equipment occurrences reported by Air Traffic Engineers.
- b) **Form MOR02** for use solely by Air Traffic Controllers and Flight Information Service Officers when reporting ATS occurrences.
- c) **Form MOR03** for use solely by Air Traffic Engineers for all occurrences associated with Air Traffic Service Ground Equipment.
- d) **Form MOR04**, to be used for reporting birdstrikes / wildlife incidents
- e) **Form MOR05A (cargo and mail)** and **Form MOR5B (passengers)** to be used for reporting dangerous goods.

Individual Forms and advice/notes on the completion of Forms are available on the BRUNEI DCA Web Site: <http://mtic.gov.bn/dca/MOR>

6. Grade E Occurrence

6.1 Passenger Medical Emergencies and PAN Calls

6.1.1 Certain types of event are considered as 'Grade E', provided there is no other flight safety hazard associated with the event. These include:

- a) PAN calls for passenger medical emergencies*.
- b) Other PAN calls made for the sole purpose of an expeditious approach.

* Please note that unless a report specifically states that a PAN (or MAYDAY) call was made the occurrence is not reportable under the MOR Scheme, unless there is an associated flight safety hazard.

6.1.2 These types of occurrence still need to be reported, but in much less detail, which means only the following information (if known) needs to be submitted:

Date of occurrence	Time of occurrence
Aircraft type	Aircraft registration
Aircraft operator	Flight number or call sign
Nature of flight (e.g. pax)	Phase of flight (e.g. cruise)

Document	BAR 13 – ACCIDENT PREVENTION & OCCURRENCE REPORTING	
Version	02	

Route from/to

Location of occurrence

Occurrence summary in one sentence: e.g. PAN declared due to passenger medical emergency, a/c diverted.

7 Protection of Reporters and Reports

7.1 Confidentiality and Dissemination of Reports

7.1.1 BRUNEI DCA will ensure that relevant safety information deriving from the analysis of reports, which have been subjected to disidentification, are used for the purpose of improving safety.

7.1.2 Accordingly, the BRUNEI DCA will not disclose the name of the person submitting the report or of a person to whom it relates unless required to do so by law or unless, in either case, the person concerned authorises disclosure.

8. Processing of Occurrence Reports and Publication of Occurrence Information

8.1 In relation to all reported occurrences, including those raised by its own personnel, the BRUNEI DCA will:

- a) evaluate each occurrence report received;
- b) decide which occurrences require investigation by the BRUNEI DCA in order to discharge the BRUNEI DCA's functions and responsibilities;
- c) make such checks as it considers necessary to ensure that operators, manufacturers, maintenance, repair and overhaul organisations, air traffic control services and aerodrome operators are taking any necessary remedial and preventative action in relation to reported occurrences;
- d) take such steps as are open to it to persuade foreign aviation authorities and organisations to take any necessary remedial and preventative action in relation to reported occurrences;
- e) assess and analyse the information reported to it in order to detect safety problems which may not be apparent to individual reporters;
- f) make available the information derived from occurrence reports;
- g) make available the results of studies of the data provided to those who will use them for the benefit of air safety, subject to approval by higher authority;
- h) where appropriate, issue specific advice or instructions to particular sections of the industry;
- i) where appropriate, take action in relation to legislation, requirements or guidance, amendments to Flight Manuals and Operations Manuals, introduction of mandatory modifications and inspections, amendments to maintenance schedules, terms of approval, and licences, issue of Aeronautical Information Circulars, etc.;

Document	BAR 13 – ACCIDENT PREVENTION & OCCURRENCE REPORTING	
Version	02	

8.2 Safety and Security Policy Unit (SSPU)

Safety and Security Policy Unit (SSPU) is a Unit established within the Regulatory Division. One of the responsibilities of the Unit is to manage and co-ordinate the occurrence reporting system. Thus, it forms the central point for receipt, evaluation, processing, dissemination, storage, and initial analysis of occurrence report data.

8.3 Occurrences Closed on Receipt

A considerable number of occurrences reported to the BRUNEI DCA, while meeting the criteria for a reportable occurrence, have been adequately dealt with by the reporting organisation. Thus, there is no justification for further investigation by the BRUNEI DCA, 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 Safety and Security Policy Unit (SSPU), 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, Safety and Security Policy Unit (SSPU) will liaise with the reporter and/or seek advice from appropriate BRUNEI DCA staff in making this decision. The ability of Safety and Security Policy Unit (SSPU) to close an occurrence on receipt and thus avoid the need for further BRUNEI DCA investigation is very much dependent upon the quality of the information provided in the report and, specifically, information on the action taken by the reporting organisation to control the situation.

8.4 'Grade E' Reports

When reporting to the BRUNEI DCA via a company system, any reports that do not meet the criteria for a MOR should normally be filtered out by the company's process. However, when reports are received by Safety and Security Policy Unit (SSPU) that are judged to fall outside the MOR criteria, basic details are entered into the database and categorised as 'Grade E'.

The 'Grade E' category also includes occurrences that are technically 'reportable' but may be considered to be low risk. The classification by the BRUNEI DCA of a report as 'Grade E' does not mean that it is considered insignificant or unimportant, but indicates that the routine monitoring and control procedures are considered adequate to cater for any required follow-up, investigation and initiation of corrective action for the particular occurrence.

Document	BAR 13 – ACCIDENT PREVENTION & OCCURRENCE REPORTING	
Version	02	

Appendix 2 – List of Occurrences in Civil Aviation

PART 1 OCCURRENCES RELATED TO THE OPERATION OF AIRCRAFT

Remark: This Appendix is structured in such a way that the pertinent occurrences are linked with categories 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.

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.

Document	BAR 13 – ACCIDENT PREVENTION & OCCURRENCE REPORTING	
Version	02	

10. Precautionary or forced landing.

11. Short and long landing.

12. Hard landing.

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.

Document	BAR 13 – ACCIDENT PREVENTION & OCCURRENCE REPORTING	
Version	02	

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:
 - i. thrust-reversing system failing to operate as commanded;
 - ii. inability to control power, thrust or rpm (revolutions per minute);
 - iii. 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.

Document	BAR 13 – ACCIDENT PREVENTION & OCCURRENCE REPORTING	
Version	02	

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.
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.

Document	BAR 13 – ACCIDENT PREVENTION & OCCURRENCE REPORTING	
Version	02	

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.

Document	BAR 13 – ACCIDENT PREVENTION & OCCURRENCE REPORTING	
Version	02	

PART 2 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:
 - i. non-containment of components/debris;
 - ii. 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 in-flight 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).

Document	BAR 13 – ACCIDENT PREVENTION & OCCURRENCE REPORTING	
Version	02	

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 3 OCCURRENCES RELATED TO AIR NAVIGATION SERVICES AND FACILITIES

Remark: This Annex is structured in such a way that the pertinent occurrences are linked with categories 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.

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, including near-controlled flight into terrain (near CFIT).
2. Separation minima infringement.
3. Inadequate separation.
4. ACAS RAs.

Document	BAR 13 – ACCIDENT PREVENTION & OCCURRENCE REPORTING	
Version	02	

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, 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.

Document	BAR 13 – ACCIDENT PREVENTION & OCCURRENCE REPORTING	
Version	02	

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 4 OCCURRENCES RELATED TO AERODROMES AND GROUND SERVICES

SAFETY MANAGEMENT OF AN AERODROME

Remark : This Section is structured in such a way that the pertinent occurrences are linked with categories 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.

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.
2. Wildlife strike including bird strike.
3. Taxiway or runway excursion.
4. Actual or potential taxiway or runway incursion.

Document	BAR 13 – ACCIDENT PREVENTION & OCCURRENCE REPORTING	
Version	02	

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).

Document	BAR 13 – ACCIDENT PREVENTION & OCCURRENCE REPORTING	
Version	02	

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.

Document	BAR 13 – ACCIDENT PREVENTION & OCCURRENCE REPORTING	
Version	02	

GROUND HANDLING OF AN AIRCRAFT

Remark: This Section is structured in such a way that the pertinent occurrences are linked with categories 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.

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.
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.

Document	BAR 13 – ACCIDENT PREVENTION & OCCURRENCE REPORTING	
Version	02	

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 loadsheets 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).
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.

Document	BAR 13 – ACCIDENT PREVENTION & OCCURRENCE REPORTING	
Version	02	

PART 5 OCCURRENCES RELATED TO AIRCRAFT OTHER THAN COMPLEX MOTOR POWERED AIRCRAFT, INCLUDING SAILPLANES AND LIGHTER-THAN-AIR VEHICLES

1. AIRCRAFT OTHER THAN COMPLEX MOTOR-POWERED AIRCRAFT EXCLUDING SAILPLANES AND LIGHTER-THAN-AIR VEHICLES

Remark : This Section is structured in such a way that the pertinent occurrences are linked with categories 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.

1.1. Air operations

1. Unintentional loss of control.
2. Landing outside of intended landing area.
3. Inability or failure to achieve required aircraft performance expected in normal conditions during take-off, climb or landing.
4. Runway incursion
5. Runway excursion.
6. Any flight which has been performed with an aircraft which was not airworthy, or for which flight preparation was not completed, which has or could have endangered the aircraft, its occupants or any other person.
7. Unintended flight into IMC (Instrument Meteorological Conditions) conditions of aircraft not IFR (Instrument flight rules) certified, or a pilot not qualified for IFR, which has or could have endangered the aircraft, its occupants or any other person.
8. Unintentional release of cargo.

1.2. Technical occurrences

1. Abnormal severe vibration (for example: aileron or elevator 'flutter', or of propeller).
2. Any flight control not functioning correctly or disconnected.
3. A failure or substantial deterioration of the aircraft structure.
4. A loss of any part of the aircraft structure or installation in flight.

Document	BAR 13 – ACCIDENT PREVENTION & OCCURRENCE REPORTING	
Version	02	

5. A failure of an engine, rotor, propeller, fuel system or other essential system.
6. Leakage of any fluid which resulted in a fire hazard or possible hazardous contamination of aircraft structure, systems or equipment, or risk to occupants.

1.3. Interaction with air navigation services and air traffic management

1. Interaction with air navigation services (for example: incorrect services provided, conflicting communications or deviation from clearance) which has or could have endangered the aircraft, its occupants or any other person.
2. Airspace infringement.

1.4. Emergencies and other critical situations

1. Any occurrence leading to an emergency call.
2. Fire, explosion, smoke, toxic gases or toxic fumes in the aircraft.
3. Incapacitation of the pilot leading to inability to perform any duty.

1.5. External environment and meteorology

1. A collision on the ground or in the air, with another aircraft, terrain or obstacle.
2. A near collision, on the ground or in the air, with another aircraft, terrain or obstacle (requiring an emergency avoidance manoeuvre to avoid a collision).
3. Wildlife strike including bird strike which resulted in damage to the aircraft or loss or malfunction of any essential service.
4. 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.
5. A lightning strike resulting in damage to or loss of functions of the aircraft.
6. Severe turbulence encounter which resulted in injury to aircraft occupants or in the need for a post-flight turbulence damage check of the aircraft
7. Icing including carburettor icing which has or could have endangered the aircraft, its occupants or any other person.

2. SAILPLANES (GLIDERS)

Remark: This Section is structured in such a way that the pertinent occurrences are linked with categories of activities during which they are normally observed, according to

Document	BAR 13 – ACCIDENT PREVENTION & OCCURRENCE REPORTING	
Version	02	

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.

2.1. Air operations

1. Unintentional loss of control.
2. An occurrence where the sailplane pilot was unable to release either the winch cable or the aerotow rope and had to do so using emergency procedures.
3. Any release of the winch cable or the aerotow rope if the release has or could have endangered the sailplane, its occupants or any other person.
4. In the case of a powered sailplane, an engine failure during take-off.
5. Any flight which has been performed with a sailplane which was not airworthy, or for which an incomplete flight preparation has or could have endangered the sailplane, its occupants or any other person.

2.2. Technical occurrences

1. Abnormal severe vibration (for example: aileron or elevator 'flutter', or of propeller).
2. Any flight control not functioning correctly or disconnected.
3. A failure or substantial deterioration of the sailplane structure.
4. A loss of any part of the sailplane structure or installation in flight.

2.3. Interaction with air navigation services and air traffic management

1. Interaction with air navigation services (for example: incorrect services provided, conflicting communications or deviation from clearance) which has or could have endangered the sailplane, its occupants or any other person.
2. Airspace infringements.

2.4. Emergencies and other critical situations

1. Any occurrence leading to an emergency call.
2. Any situation where no safe landing area remains available.
3. Fire, explosion, smoke, or toxic gases or fumes in the sailplane.

Document	BAR 13 – ACCIDENT PREVENTION & OCCURRENCE REPORTING	
Version	02	

4. Incapacitation of the pilot leading to inability to perform any duty.

2.5. External environment and meteorology

1. A collision on the ground or in the air, with an aircraft, terrain or obstacle ⁽¹⁾.
2. A near collision, on the ground or in the air, with an aircraft, terrain or obstacle ⁽¹⁾ requiring an emergency avoidance manoeuvre to avoid a collision.
3. Interference with the sailplane by firearms, fireworks, flying kites, laser illumination, high powered lights lasers, Remotely Piloted Aircraft Systems, model aircraft or by similar means.
4. A lightning strike resulting in damage to the sailplane.

3. LIGHTER-THAN-AIR VEHICLES (BALLOONS AND AIRSHIPS)

Remark : This Section is structured in such a way that the pertinent occurrences are linked with categories 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.

3.1. Air operations

1. Any flight which has been performed with a lighter-than-air vehicle which was not airworthy, or for which an incomplete flight preparation has or could have endangered the lighter-than-air vehicle, its occupants or any other person.
2. Unintended permanent extinction of the pilot light.

3.2. Technical occurrences

1. Failure of any of the following parts or controls: dip tube on fuel cylinder, envelope pulley, control line, tether rope, valve seal leak on burner, valve seal leak on fuel cylinder, carabiner, damage to fuel line, lifting gas valve, envelope or ballonnet, blower, pressure relief valve (gas balloon), winch (tethered gas balloons).
2. Significant leakage or loss of lifting gas (for example: porosity, unseated lifting gas valves).

3.3. Interaction with air navigation services and air traffic management

1. Interaction with air navigation services (for example: incorrect services provided, conflicting communications or deviation from clearance) which has or could have endangered the lighter-than-air vehicle, its occupants or any other person.

Document	BAR 13 – ACCIDENT PREVENTION & OCCURRENCE REPORTING	
Version	02	

2. Airspace infringement.

3.4. Emergencies and other critical situations

1. Any occurrence leading to an emergency call.
2. Fire, explosion, smoke or toxic fumes in the lighter-than-air vehicle (beyond the normal operation of the burner).
3. Lighter-than-air vehicle's occupants ejected from basket or gondola.
4. Incapacitation of the pilot leading to inability to perform any duty.
5. Unintended lift or drag of ground crew, leading to fatality or injury of a person.

3.5. External environment and meteorology

1. A collision or near collision on the ground or in the air, with an aircraft, terrain or obstacle which has or could have endangered the lighter-than-air vehicle, its occupants or any other person.
2. Interference with the lighter-than-air vehicle by firearms, fireworks, flying kites, laser illumination, high powered lights lasers, Remotely Piloted Aircraft Systems, model aircraft or by similar means.
3. Unexpected encounter of adverse weather conditions which has or could have endangered the lighter-than-air vehicle, its occupants or any other person.

Document	BAR 13 – ACCIDENT PREVENTION & OCCURRENCE REPORTING	
Version	02	

Appendix 3 – Mandatory Occurrence Report (MOR) Forms

Document	BAR 13 – ACCIDENT PREVENTION & OCCURRENCE REPORTING	
Version	02	

**SAFETY AND SECURITY POLICY UNIT
Regulatory Division**

DCA Ref No:

Date Received by DCA:



Department of Civil Aviation
Ministry of Transport and Infocommunications
Brunei International Airport
Bandar Seri Begawan
BB2513 Brunei Darussalam
Email: mor@civil-aviation.gov.bn
Website: www.mtic.gov.bn/dca
Fax: +673245345
Tel: +6732330142

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 <input type="checkbox"/>
OPERATOR	LOCATION/POSITION/PW			NIGHT <input type="checkbox"/>
				TWILIGHT <input type="checkbox"/>

FLIGHT NO.	ROUTE FROM	ROUTE TO	FL	ALT/HT(FT)	IAS(KT)	IFR VFR	TCAS RA YES <input type="checkbox"/> NO <input type="checkbox"/>		ETOPS YES <input type="checkbox"/> NO <input type="checkbox"/>	
------------	------------	----------	----	------------	---------	------------	---	--	---	--

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 <input type="checkbox"/> M <input type="checkbox"/>					

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.	

Document	BAR 13 – ACCIDENT PREVENTION & OCCURRENCE REPORTING	
Version	02	

GROUND STAFF REPORT						
A/C CONSTRUCTION'S NO.	ENGINE TYPE/SERIES	ETOPS APPROVED		GROUND PHASE		MAINTENANCE ORGANISATION TEL.
		YES <input type="checkbox"/>	NO <input type="checkbox"/>	MAINTENANCE <input type="checkbox"/>		
				GROUND HANDLING <input type="checkbox"/>		
				UNATTENDED <input type="checkbox"/>		
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 <input type="checkbox"/>	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 <input type="checkbox"/>					

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				HOURS				YES <input type="checkbox"/>	NO <input type="checkbox"/>
CYCLES				CYCLES					
LANDINGS				LANDINGS					
REPORTING ORGANISATION			TEL:	REPORTER'S REF	REPORT		REPORT'S INVESTIGATION		FDR DATA RETAINED
EMAIL:			FAX:		NEW <input type="checkbox"/>	SUPPL <input type="checkbox"/>	NIL <input type="checkbox"/>	CLOSED <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>

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

Document	BAR 13 – ACCIDENT PREVENTION & OCCURRENCE REPORTING	
Version	02	

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.

Document	BAR 13 – ACCIDENT PREVENTION & OCCURRENCE REPORTING	
Version	02	

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"> From commencement of moving (including pushback) to start of take-off run. 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.
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.

Document	BAR 13 – ACCIDENT PREVENTION & OCCURRENCE REPORTING	
Version	02	

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 from 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

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.

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.

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 purposes 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

Document	BAR 13 – ACCIDENT PREVENTION & OCCURRENCE REPORTING	
Version	02	

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.

Document	BAR 13 – ACCIDENT PREVENTION & OCCURRENCE REPORTING	
Version	02	

SAFETY AND SECURITY POLICY UNIT
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Ministry of Transport and Infocommunications
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ATS ENGINEERING OCCURRENCE REPORT FORM – MOR02

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 completion of Form MOR02

CATEGORIES OF OCCURENCE							
1 ACCIDENT <input type="checkbox"/> AIRPROX <input type="checkbox"/> INCIDENT <input type="checkbox"/> INFRINGEMENT <input type="checkbox"/>							
2 Occurrence Position		3 FL/Alt/Ht		4 Date		5 Time - UTC	
						6 Day/Night	
OPERATOR		CALL SIGN/REGN		TYPE		FROM	
						TO	
7		8		9		10	
						11	
15		16		17		18	
						19	
23		24		25		26	
						27	
31 RTF Frequencies		32 Radar Equipment		33 Equipment Unserviceables		34 QNH	
						35 Runway in use	
36 CLASS & TYPE OF AIRSPACE				37 TYPE OF ATC SERVICE			38
A <input type="checkbox"/> C <input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> CTR <input type="checkbox"/> TMA <input type="checkbox"/> AWY <input type="checkbox"/>				Control <input type="checkbox"/> Advisory – Procedural <input type="checkbox"/> Radar <input type="checkbox"/>			SID/STAR/ROUTE
B <input type="checkbox"/> D <input type="checkbox"/> F <input type="checkbox"/> ATZ <input type="checkbox"/> FIR <input type="checkbox"/> Other <input type="checkbox"/>				ADC <input type="checkbox"/> GMC <input type="checkbox"/> Approach <input type="checkbox"/> ALR <input type="checkbox"/>			
39 Was prescribed separation lost?		40 Min Sepn Horiz/Vert		41 Collision/Conflict Alert/TCAS/STCA/SMF		42 Traffic info given by ATC?	
YES <input type="checkbox"/> NO <input type="checkbox"/>						YES <input type="checkbox"/> NO <input type="checkbox"/>	
43 Avoiding action Given by ATC?						YES <input type="checkbox"/> NO <input type="checkbox"/>	
44 BRIEF TITLE Summary							
45 NARRATIVE – use a diagram if necessary (Aerodromes submit weather report including QNH and copy of relevant ATC flight progress strips)							
46 Name		47 On duty as ADC/APP ATO		48 ATS Unit		49 Time since last break	
						50 Start time of shift (UTC)	
51 Radar recordings held YES/NO		52 RTF recordings held YES/NO		53 List other agencies advised?		54 Sign/Date	
						55 Address/Telephone	

Document	BAR 13 – ACCIDENT PREVENTION & OCCURRENCE REPORTING	
Version	02	

ADVICE ON THE COMPLETION OF THE ATS ENGINEERING REPORT FORM – MOR 02

EXPLANATORY NOTES

- GENERAL:** Try to complete ALL boxes. If NOT APPLICABLE use N/A, or if NOT KNOWN use N/K. Avoid use of technical jargon, hieroglyphics and abbreviations.
- BOX 1:** Should the Occurrence involve more than one category, tick both categories.
- BOXES 7 TO 14}**
BOXES 15 TO 22} These boxes cater for up to three involved aircraft. Use the narrative for additional aircraft.
BOXES 23 TO 30}
- BOX 39:** Must be completed if prescribed separation was required to be achieved
- BOX 40:** Should contain your estimate, where possible, of the minimum separation achieved and must be completed for an AIRPROX. This will be coded for computer input purposes and amended if necessary after investigation.
- BOX 44:** This box should contain a simple, one-line statement summarising the Occurrence, i.e. 'Coordination problems', 'Level bust', 'Overload' etc.
- BOX 51/52:** Relevant RTF and Radar recordings can be vitally important to subsequent investigations. Retention action should be considered for all reports and is to be in accordance with MATS Part1 and any local procedures.
- BOX 53:** It is important to ensure that any involved agency (e.g. Pilot, Operator, ATSU) is informed of the reporting action.

REPORTING TIME

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

Document	BAR 13 – ACCIDENT PREVENTION & OCCURRENCE REPORTING	
Version	02	

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ATC OCCURRENCE REPORT - FORM MOR03

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 – MOR03

CATEGORIES OF OCCURRENCE				
1 ACCIDENT	INCIDENT	PROCUDERAL	FAILURE	HAZARD
2 Occurrence Location	3 Date 4 Time (UTC)	5 Duration	6 ATS Facility RTF Radar/Nav-aid/Other:	7 Service Affected Control/Procedural/Radar/GMC/ Approach/Aerodrome/Information/ Air Navigation
8 Equipment Type/Manufacturer	9 Frequency	10 Callsign	11 Equipment Affected	
12 Facility Configuration In/Out-of-Service, Main-mode/Standby/Test Channel A(1)/B(2)/Other: External Information Source:	13 Equipment Status Planned/ Unplanned Outage, Serviceable/Degradation/ Unserviceable, Routine/ Corrective Maintenance, Modification/Replacement	14 Previous Defects/Occurrences YES/NO/Not Known	15 RTF Frequencies/Radar Source	
16 NARRATIVE – use a diagram if necessary (attached copies of relevant information)				

17

March 2019 – Version 01

18

Page 1 of 2

Document	BAR 13 – ACCIDENT PREVENTION & OCCURRENCE REPORTING	
Version	02	

17 Recordings impounded YES/NO - Details	18 Can the information be disseminated in the interest of flight safety?	20 Name	23 Address & Telephone Number (if the reporter wishes to be contacted privately)
19 Other fault report action ATC CAA1311/Local Reporting/Other:		21 Organization/Position	24 Signature
		22 Start time and duration of shift	25 Date

Document	BAR 13 – ACCIDENT PREVENTION & OCCURRENCE REPORTING	
Version	02	

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 one 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.

Document	BAR 13 – ACCIDENT PREVENTION & OCCURRENCE REPORTING	
Version	02	

- 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 station/ 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.

Document	BAR 13 – ACCIDENT PREVENTION & OCCURRENCE REPORTING	
Version	02	

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BIRDSTRIKE / WILDLIFE OCCURRENCE FORM – MOR04

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.

Reporter Details		Effect on flight	
Name		None <input type="checkbox"/>	Returned <input type="checkbox"/>
Role		Aborted t/off <input type="checkbox"/>	Diverted <input type="checkbox"/>
Employer		Loss or malfunction of any essential service <input type="checkbox"/>	
Tel no		Other <input type="checkbox"/>	
Date		Other Reports raised	
Email		Mandatory Occurrence Report (MOR) <input type="checkbox"/>	
Birdstrike Details:		Other (specify) <input type="checkbox"/>	
Confirmed <input type="checkbox"/> Unconfirmed <input type="checkbox"/> Near Miss <input type="checkbox"/>		It is important to identify the species of bird whenever possible.	
Aircraft Operator:		Bird Species/description (e.g. Egret, Swallow, Eagle)	
Aircraft type & series:			
Aircraft reg.		Any Remains Found Yes <input type="checkbox"/> No <input type="checkbox"/>	
Date (dd/mm/yy)		If you are not certain of the bird species, please send a copy of this form and a digital image of the remains (even the smallest of remains are useful).	
Time (local) Hrs (24 hr)		Bird remains sent for identification Yes <input type="checkbox"/> No <input type="checkbox"/>	
Dawn <input type="checkbox"/> Day <input type="checkbox"/> Dusk <input type="checkbox"/> Night <input type="checkbox"/>			
Precipitation:		Number of birds	
None <input type="checkbox"/> Fog <input type="checkbox"/> Rain <input type="checkbox"/> Sleet/Snow <input type="checkbox"/>		seen struck (enter actual number if known)	
Aerodrome (or Enroute) :		1 <input type="checkbox"/> <input type="checkbox"/>	
Runway in use :		2-10 <input type="checkbox"/> <input type="checkbox"/>	
Height (agl) ft		11-100 <input type="checkbox"/> <input type="checkbox"/>	
Speed (IAS) kt		100+ <input type="checkbox"/> <input type="checkbox"/>	
		Pilot warned of birds Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Note 1:	
		The reporter should ensure, irrespective of this report having been filed, that details of this birdstrike occurrence are notified to the appropriate airline or aerodrome operator, as soon as practicable.	

Document	BAR 13 – ACCIDENT PREVENTION & OCCURRENCE REPORTING	
Version	02	

Phase of Flight			Remarks and other relevant information: Should this form be used for any other form of wildlife strike please provide details here (e.g Dog, Cat, Deer, Fox etc.):	
Taxi	<input type="checkbox"/>	Descent		<input type="checkbox"/>
Take-off run	<input type="checkbox"/>	Approach		<input type="checkbox"/>
Climb	<input type="checkbox"/>	Landing roll		<input type="checkbox"/>
En Route	<input type="checkbox"/>	Ground checks		<input type="checkbox"/>
Go Around	<input type="checkbox"/>			
Part(s) of Aircraft	Struck	Damaged		
Radome	<input type="checkbox"/>	<input type="checkbox"/>		
Windshield	<input type="checkbox"/>	<input type="checkbox"/>		
Nose (if not one of the above)	<input type="checkbox"/>	<input type="checkbox"/>		
Engine nos:	1	<input type="checkbox"/>		<input type="checkbox"/>
	2	<input type="checkbox"/>		<input type="checkbox"/>
	3	<input type="checkbox"/>		<input type="checkbox"/>
	4	<input type="checkbox"/>		<input type="checkbox"/>
Propeller	<input type="checkbox"/>	<input type="checkbox"/>		
Wing/rotor (inc high lift devices)	<input type="checkbox"/>	<input type="checkbox"/>		
Fuselage	<input type="checkbox"/>	<input type="checkbox"/>		
Landing Gear	<input type="checkbox"/>	<input type="checkbox"/>		
Tail	<input type="checkbox"/>	<input type="checkbox"/>		
Lights	<input type="checkbox"/>	<input type="checkbox"/>		
Other (specify in remarks field)	<input type="checkbox"/>	<input type="checkbox"/>		

Document	BAR 13 – ACCIDENT PREVENTION & OCCURRENCE REPORTING	
Version	02	

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DANGEROUS GOODS OCCURRENCE REPORT – CARGO AND MAIL- FORM MOR05A

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 Notes on completion of For MOR05A

1. Aircraft operator:		2. Date of occurrence:		3. Local time of occurrence:	
4. Flight date:	5. Flight number:	6. Aircraft type:		7. Aircraft registration:	
8. Location of occurrence:	9. Origin of goods:	10. Departure airport:		11. Destination airport:	
12. AWB number:	13. House AWB:	14. Consignment number:		15. Total No. of pieces:	
16. Shipper name and address:			17. Consignee name and address:		
18. Names and addresses of all other companies involved (courier company/freight forwarder):					
19. Description of occurrence: (if necessary, continue on additional page)					
20. Consignment is being held: Yes/No (See Note 9)		21. Location consignment is held:		22. Photographs are available: Yes/No	
23. Name/title of person reporting:		24. Tel:		25. Reporter's reference/ASR number:	
26. Company and address:		27. Fax:		28. Date of report:	
		29. E-mail:		30. Signature:	

Document	BAR 13 – ACCIDENT PREVENTION & OCCURRENCE REPORTING	
Version	02	

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NOTES ON COMPLETION OF FORM – MOR05A

Notes on Completion of Form	
It is important that this form is completed in as much detail as possible; this will help to avoid delays in processing the report and unnecessary additional work by both the reporter and the Brunei DCA.	
Any type of dangerous goods occurrence must be reported, irrespective of whether the dangerous goods are carried by a passenger or crew member on their person or in their carry on or checked-in baggage. Goods found prior to or during check-in are not required to be reported. A separate form is available for incidents related to cargo/mail or unaccompanied baggage.	
A Dangerous goods accident is an occurrence associated with and related to the transport of dangerous goods which results in fatal or serious injury to a person or major property damage. For this purpose serious injury is an injury which is sustained by a person in an accident and which: (a) requires hospitalisation for more than 48 hours, commencing within 7 days from the date the injury was received; or (b) results in a fracture of any bones (except simple fractures of fingers, toes or nose); or (c) involves lacerations which cause severe haemorrhage, nerve, muscle or tendon damage; or (d) involves injury to any internal organ; or (e) involves second or third degree burns, or any burns affecting more than 5% of the body surface; or (f) involves verified exposure to infectious substances or injurious radiation. A dangerous goods accident may also be an aircraft accident; in which case the normal procedure for reporting of air accidents must be followed.	
A dangerous goods incident is an occurrence, other than a dangerous goods accident, associated with and related to the transport of dangerous goods, not necessarily occurring on board an aircraft, which results in injury to a person, property damage, fire, breakage, spillage, leakage of fluid or radiation or other evidence that the integrity of the packaging has not been maintained. Any occurrence relating to the transport of dangerous goods which seriously jeopardises the aircraft or its occupants is also deemed to constitute a dangerous goods incident.	
An initial report, which may be made by any means, must be despatched within 72 hours of the occurrence, to the Authority of the State (a) of the operator; and (b) in which the incident occurred, unless exceptional circumstances prevent this. This occurrence report form, duly completed, must be sent as soon as possible, even if all the information is not available.	
Copies of all relevant documents and any photographs should be attached to or sent with this report.	
Providing it is safe to do so, all dangerous goods, packaging, documents etc. relating to the occurrence must be retained in a suitable location until after the initial report has been sent to the Brunei DCA and they have indicated whether or not these should continue to be retained.	
Below are further explanations for some of the boxes on this form:	
Box	Explanation/details
1	Operator of the aircraft that the dangerous goods travelled on or on which they would have travelled if not intercepted.
8	Location at airport (e.g. baggage screening/security/ramp) and name of airport of where the occurrence happened.
12	Commercial name of the product involved.
18 - 19	Details of any type of packaging used (e.g. cardboard/fibreboard box) and UN specification details if applicable.
20 - 21	Give as much detail as possible in order to identify exactly the number and type of pieces and the quantities of dangerous goods in each piece found, e.g. 2 x 1L tins of paint.
23	The reporter should provide the full name and address of the passenger involved.
24	It is important to detail how the incident occurred, how it was found (e.g. during security screening/baggage screening etc.) and the reason for the occurrence. It is also important to record any dangerous goods marks or labels visible on the goods since this may determine the action taken by the Brunei DCA.
25	Record any action taken as a result of occurrence, e.g. warning from operator/police; goods removed; passenger/crew removed from flight.
28	Digital photographs of the dangerous goods and any packaging/baggage involved are extremely useful. If photographs cannot be taken (and only if safe to do so) photocopies of markings/labels on packaging can also be of use.

Document	BAR 13 – ACCIDENT PREVENTION & OCCURRENCE REPORTING	
Version	02	

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DANGEROUS GOODS OCCURRENCE REPORT – PASSENGERS – FORM MOR05B

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 Notes on completion of Form MOR05B

1. Aircraft operator:		2. Date of occurrence:		3. Local time of occurrence:	
4. Flight date:	5. Flight number:		6. Aircraft type:		7. Aircraft registration:
8. Location of occurrence:	9. Departure airport:		10. Destination airport:		11. Origin airport of passenger:
12. Product name:			13. Proper Shipping Name (including the technical name)		
14. UN/ID No.:	15. Class/division:		16. Subsidiary risk(s):		17. Packing group:
18. Type of packaging:	19. Packaging specification marking:		20. Number of pieces:		21. Quantity per piece:
22. Passenger(s) ticket number(s):					
23. Name and address of passenger(s) involved:					
24. Description of occurrence: (If necessary, continue on additional page)					
25. Details of action taken against passenger (by operator/handling agent/security/police etc):					
26. Goods are being held: Yes/No (See Notes)		27. Location where goods are held:		28. Photographs are available: Yes/No	
29. Name/title of person reporting:		30. Tel:		31. Reporter's reference/ASR number:	
32. Company and address:		33. Fax:		34. Date of report:	
		35. E-mail:		36. Signature:	

Document	BAR 13 – ACCIDENT PREVENTION & OCCURRENCE REPORTING	
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NOTES ON COMPLETION OF FORM - MOR05B

Notes on Completion of Form	
It is important that this form is completed in as much detail as possible; this will help to avoid delays in processing the report and unnecessary additional work by both the reporter and the Brunei DCA.	
Any type of dangerous goods occurrence must be reported, irrespective of whether the dangerous goods are carried by a passenger or crew member on their person or in their carry on or checked-in baggage. Goods found prior to or during check-in are not required to be reported. A separate form is available for incidents related to cargo/mail or unaccompanied baggage.	
A Dangerous goods accident is an occurrence associated with and related to the transport of dangerous goods which results in fatal or serious injury to a person or major property damage. For this purpose serious injury is an injury which is sustained by a person in an accident and which: (a) requires hospitalisation for more than 48 hours, commencing within 7 days from the date the injury was received; or (b) results in a fracture of any bones (except simple fractures of fingers, toes or nose); or (c) involves lacerations which cause severe haemorrhage, nerve, muscle or tendon damage; or (d) involves injury to any internal organ; or (e) involves second or third degree burns, or any burns affecting more than 5% of the body surface; or (f) involves verified exposure to infectious substances or injurious radiation. A dangerous goods accident may also be an aircraft accident; in which case the normal procedure for reporting of air accidents must be followed.	
A dangerous goods incident is an occurrence, other than a dangerous goods accident, associated with and related to the transport of dangerous goods, not necessarily occurring on board an aircraft, which results in injury to a person, property damage, fire, breakage, spillage, leakage of fluid or radiation or other evidence that the integrity of the packaging has not been maintained. Any occurrence relating to the transport of dangerous goods which seriously jeopardises the aircraft or its occupants is also deemed to constitute a dangerous goods incident.	
An initial report, which may be made by any means, must be despatched within 72 hours of the occurrence, to the Authority of the State (a) of the operator; and (b) in which the incident occurred, unless exceptional circumstances prevent this. This occurrence report form, duly completed, must be sent as soon as possible, even if all the information is not available.	
Copies of all relevant documents and any photographs should be attached to or sent with this report.	
Providing it is safe to do so, all dangerous goods, packaging, documents etc. relating to the occurrence must be retained in a suitable location until after the initial report has been sent to the Brunei DCA and they have indicated whether or not these should continue to be retained.	
Below are further explanations for some of the boxes on this form:	
Box	Explanation/details
1	Operator of the aircraft that the dangerous goods travelled on or on which they would have travelled if not intercepted.
8	Location at airport (e.g. baggage screening/security/ramp) and name of airport of where the occurrence happened.
12	Commercial name of the product involved.
18 - 19	Details of any type of packaging used (e.g. cardboard/fibreboard box) and UN specification details if applicable.
20 - 21	Give as much detail as possible in order to identify exactly the number and type of pieces and the quantities of dangerous goods in each piece found, e.g. 2 x 1L tins of paint.
23	The reporter should provide the full name and address of the passenger involved.
24	It is important to detail how the incident occurred, how it was found (e.g. during security screening/baggage screening etc.) and the reason for the occurrence. It is also important to record any dangerous goods marks or labels visible on the goods since this may determine the action taken by the Brunei DCA.
25	Record any action taken as a result of occurrence, e.g. warning from operator/police; goods removed; passenger/crew removed from flight.
28	Digital photographs of the dangerous goods and any packaging/baggage involved are extremely useful. If photographs cannot be taken (and only if safe to do so) photocopies of markings/labels on packaging can also be of use.

Document	BAR 13 – ACCIDENT PREVENTION & OCCURRENCE REPORTING	
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ANALYSIS AND FOLLOW UP FORM

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.

Assessment
Analysis / follow up
Corrective action
Conclusion

Document	BAR 13 – ACCIDENT PREVENTION & OCCURRENCE REPORTING	
Version	02	

Report Management		
Tracking sheet number		
Parties informed		
State of Registry	<input type="checkbox"/>	Report status: Initial notification <input type="checkbox"/>
State of Operator	<input type="checkbox"/>	Open <input type="checkbox"/>
State of Occurrence	<input type="checkbox"/>	Preliminary <input type="checkbox"/>
Design Approval Holder	<input type="checkbox"/>	Closed <input type="checkbox"/>
Aerodrome	<input type="checkbox"/>	Closed on issue <input type="checkbox"/>
ANSP	<input type="checkbox"/>	Draft <input type="checkbox"/>
Operator	<input type="checkbox"/>	Other Report information <input type="checkbox"/>
Owner	<input type="checkbox"/>	
CAMO	<input type="checkbox"/>	
Competent Authority	<input type="checkbox"/>	
Safety Investigation Authority	<input type="checkbox"/>	
Other:		
Name:	Position	Tel:
Email	Signature	Date (dd/m/yyyy)
Reporter's reference/ ASR number		

Document	BAR 13 – ACCIDENT PREVENTION & OCCURRENCE REPORTING	
Version	02	

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