



**CIVIL AVIATION AUTHORITY**

- MANDATORY OCCURENCE REPORT
- VOLUNTARY INCIDENT REPORT

**CAAF-001-SBXX-1.0**

**SAFETY INVESTIGATION BOARD**

Initial information on the following format is to be transmitted on telephone / fax to the designated nominees of DG CAA (i.e. President SIB, PD (Reg), & Dir SQMS). It must be followed by a written report immediately after the information is passed on respective tele / fax numbers.

PSIB : Tele # 92 21 9924 2772 Cell # 0302 – 829 6245 Fax # 92 21 9924 2760, 9924 2788  
PD (Reg) :  
Dir SQMS

- a) Name, designation & telephone number of the officer/official reporting the Occurrence :
- b) Name of the Airport from which the message originated: :
- c) Aircraft Information: :
  - i) Type, Flt # & Registration marks of the aircraft: :
  - ii) Name of the Owner / Operator (if any) of the aircraft: :
  - iii) Name of the Pilot: :
  - iv) Date & Time of the Occurrence / Incident: :
  - v) The last point of departure and the point of intended landing of the aircraft and nature of flight: :
  - vi) The location of the accident / incident with reference to some easily defined geographical point: :
  - vii) Total No. of persons/Passenger/Flight Crew etc., on board: Number of killed (if any): :
  - viii) No. of person(s) seriously injured and (if possible) name(s) of such persons: :
  - ix) The nature & cause of the incident / accident, as far as known: :
  - x) The nature and extent of damage to aircraft: :

Damage Report (if any)

- xi) Weather condition :
- xii) Summary of the occurrence:

- xiii) Presence and description of dangerous goods on board the aircraft

Summary :

Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Telephone: \_\_\_\_\_

Signature \_\_\_\_\_  
Dated: \_\_\_\_\_  
Email: \_\_\_\_\_

Distributed to:-

- PD (Reg), HQCAA
- President SIB, HQCAA
- Dir SQMS
- SO to DDG CAA
- Note:  Which is applicable

MOR Sr. No. \_\_\_\_\_