



Namibia Aviation Safety Occurrence Reporting Form

FSS-GEN-FORM 014A Version 20-22

For Official Use

Occurrence Reference Number:

Investigator Assigned:

Occurrence Classification	Aviation Occurrence Type	
Choose an item.	Flight Operations	Air Navigation Services
	Aircraft Maintenance	Aerodrome & Ground Handling
Incident	General Aviation	Technical
Hazard	AVSEC	

Place and Time of Occurrence

Date of Occurrence:

yyyy/dd/mm

UTC Time of Occurrence

HHMM

Location of Occurrence:

Insert Airport, position, place or lat/long co-ords

Details of Occurrence

Headline: Briefly describe the type of occurrence. (i.e. Runway Incursion/Engine Failure etc)

Narrative: Describe the occurrence in detail.

Include full descriptions of the events and contributory factors that led up to the occurrence where applicable. State any measures and mitigations that may have assisted in the recovery of the event.

Safety Alerts –

Did any of these alerts trigger to assist in identifying the safety occurrence?

Airborne:	E-GPWS/TAWS etc.	TCAS (TA or RA)	Stall Warning Systems
Ground:	STCA MSAW	Runway Incursion Monitor	Airspace Intruder



1st Aircraft Details –	
Callsign:	Flight ID.
Aircraft Registration:	National Registration Mark
Operator:	Operator Name
Persons on Board:	Insert crew and pax on board
Operation type:	Scheduled/non-scheduled/pvt etc
Aircraft Type:	ICAO Designator
Serial No:	Insert if known
Manufacturer Model and Series:	Manufacturer, Model and Series
Pilot in Command details (if known)	Name and contact number– Leave blank if anonymous
License Type	PPL/CPL etc
License number	TA.../CA...etc
Expiry	yyyy/mm/dd
Medical Class	C1/2/1.
Expiry	yyyy/mm/dd
Ratings	IFR/Instr/type etc
Type Rating Expiry	yyyy/mm/dd
RECENCY: License Prof Check Expiry	yyyy/mm/dd
Hours All types PIC:	hrs.
On type:	hrs
On type PIC:	hrs.
Last 90 days:	hrs
Last 28 days	hrs
Flight Details	
Aerodrome of Departure:	ICAO Designator
Planned Destination:	ICAO Designator
Phase of flight:	Gnd/Take-off/Climb/Enroute etc
Flight Rules:	VFR/IFR/Special VFR
Aircraft Altitude or Flight Level:	Specify Alt or FL
Aircraft Speed:	Specify TAS/IAS/Mach etc
Name of Specific procedure flown:	SID/STAR/APCH/AWY etc

2nd Aircraft Details –	
Callsign:	Flight ID.
Aircraft Registration:	National Registration Mark
Operator:	Operator Name
Persons on Board:	Insert crew and pax on board
Operation type:	Scheduled/non-scheduled/pvt etc
Aircraft Type:	ICAO Designator
Serial No:	Insert if known
Manufacturer Model and Series:	Manufacturer, Model and Series
Pilot in Command details (if known)	Name and contact number– Leave blank if anonymous
License Type	PPL/CPL etc
License number	TA.../CA...etc
Expiry	yyyy/mm/dd
Medical Class	C1/2/1.
Expiry	yyyy/mm/dd
Ratings	IFR/Instr/type etc
Type Rating Expiry	yyyy/mm/dd
RECENCY: License Prof Check Expiry	yyyy/mm/dd
Hours All types PIC:	hrs.



On type:	hrs
On type PIC:	hrs.
Last 90 days:	hrs
Last 28 days	hrs
Flight Details	
Aerodrome of Departure:	ICAO Designator
Planned Destination:	ICAO Designator
Phase of flight:	Gnd/Take-off/Climb/Enroute etc
Flight Rules:	VFR/IFR/Special VFR
Aircraft Altitude or Flight Level:	Specify Alt or FL
Aircraft Speed:	Specify TAS/IAS/Mach etc
Name of Specific procedure flown:	SID/STAR/APCH/AWY etc

Airspace									
FIR Event occurred in:	FIR Designator or Name e.g. Windhoek Approach. Insert								
Airspace Sector:	Frequency and band CTR/TMA/CTA/ATZ etc								
RTF Frequency:	TMA/CTA/ATZ etc								
Airspace Type:	TMA/CTA/ATZ etc								
Class of Airspace:	A	B	C	D	E	F	G	Segregated	Special Use
	Danger		Prohibited			Restricted		Unclassified	
Services provided:	Aerodrome Control				Aerodrome Flight Information Services (AFIS)				
	Approach Control			Surveillance		Procedural			
	Area Control			Surveillance		Procedural		Oceanic	
	Flight Information Service				Alerting Service			Search and Rescue	
	Aeronautical Information				Air Traffic Management Services				
CNS Equipment Contribution:	Communication					Navigation		Surveillance	
ATM Contribution to the event?	Directly/indirectly/mitigating etc								
Effect on ATM Service:	Degraded/minor/major etc								

Weather (Insert as relevant)			
Met Conditions:	VMC/IMC		
Wind Direction	Degrees	Wind Speed	kt gusting kt
Wind measured at	Surface/altitude.		
Cloud Cover:	CAVOK/SKC/FEW/SCT/BKN/OVC/		
Cloud-base	Cloudbase ft.		
Visibility	Visibility meters		
Visibility restrictions	rain/dust/sand/fog/mist/haze etc.		
Temperature:	°C	Dew Point:	°C
Light Conditions	Dawn/Day/Night/Moonlight etc		
Turbulence Type and Intensity:	Type and Intensity of Turb		
Windshear Conditions:	Windshear		
Precipitation Type:	Rain/Hail/mist/fog/haze etc		
Precipitation Intensity:	Light/moderate/heavy etc		
METAR and TAF Info:	METAR or TAF code as applicable		

Aircraft Separation	
Horizontal Relative Movement:	Crossing/converging/parallel/reciprocal etc
Required Horizontal Separation:	Distance Metres/nm
Actual Horizontal Separation:	Distance Metres/nm
Required Vertical Separation	Feet/Metres
Actual Vertical Separation:	Feet/Metres



Information on Other Aircraft: Before the evasive manoeuvre was the crew aware of other aircraft:

Traffic Information by ATC	Monitoring ATC Frequency (SA)			
Broadcast by other Aircraft	Other Aircraft Seen			
Monitoring TCAS (No Alert issued)	Not Aware of other aircraft			
Avoidance Action				
Issued by ATC	TCAS RA	Crew See and Avoid	Other	Specify
Type of Avoidance Action Taken		Describe: climb/descend/turn etc.		

Bird and Wildlife Encounters:

Species type (if known):	Type of bird or animal if known
Size of Wildlife/Bird:	small/medium/large etc
Number Seen:	Number Struck by aircraft:
Part(s) of aircraft Struck:	

Aerodrome Operations:

Aerodrome where Event Occurred:	ICAO Designator
Position on the Aerodrome:	Apron/Taxiway/Runway etc

FOD Report

Type of FOD (if known):
 Damage:
 Origin of FOD (if known):

Spillages and Environmental Damage

Type of Fluid Spilled:
 Position of Spill/Environmental Damage:
 Impact of Spill/Environmental Damage:
 Origin of Spill/Environmental Damage:
 Agency responsible for removal/rehab:

Aerodrome Infrastructure:

Runway Designator:	Description:
Taxiway Designator:	Description:
Apron Designator:	Description:
Other AD Infrastructure (e.g. Fence, Signage, Marking etc)	
Description:	
Ground Handling Equipment involved:	

Aviation Security:

Interference with Aviation Ops	Screening Event	Aviation Security Emergency
Suspicious Activity or items	Screening Syst. Failure	Procedural Failure
Unauthorised Access	Unscreened Access	Prohibited Item/Weapon
Disruptive Persons	Bomb Threat	Misuse of Permit/ID Doc

Incident assessed:

Genuine
 Hoax

Threat received by:

Airport Operator
 Airport Security
 Air Traffic Control

Airline (Airport Office)
 Airline (Aircraft Crew)
 Other:

Dangerous Goods:

Dangerous goods on board or released from aircraft?
 YES NO

Description



[Empty rectangular box for report details]

Hazards and Threats

Any hazards or threats identified in the notification of occurrence report

Hazards/Threats identified by reporter:

[Empty lines for listing hazards and threats]

Recommended actions to address hazard/threat:

[Empty lines for recommended actions]

Likelihood and Severity rating by reporter (mark the appropriate potential consequence and likelihood of reoccurrence):

- | | |
|----------------------|--------------|
| Frequent | Catastrophic |
| Occasional | Hazardous |
| Remote | Major |
| Improbable | Minor |
| Extremely Improbable | Negligible |

Reporting

Date Reported:	yyyy/mm/dd	Time reported:	hh:mm
Report Originator:		Person or organization reporting (optional)	
Contact Details:		Phone number (optional) *	
Contact Details:		email (optional)*	
Request Feedback:	*		

*please fill in these fields if you would like feedback on your report