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| **DANGEROUS GOODS OCCURRENCE REPORT** | | | | | | |
| See the Notes on the next page of this form. *Those boxes where the heading is in italics need only be completed if applicable.*  When completed, please send to: **Civil Aviation Authority of Kosovo (CAAK)**  Ahmet Krasniqi Street n.n. (Arbëria)  10000, Prishtina, Kosovo  E-mail: **mor@caa-ks.org**  Fax: +381 (0)38 211 009, Mob: +377 (0)44 613 567 | | | | |  | |
| Are you concerned about the confidentiality of this report and wish to be contacted before it is processed?  If so, please ensure you provide us with your contact details.  CONFIDENTIAL?  Yes  No | |
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| 1. Operator: | | 2. Date of occurrence (dd.mm.yyyy):  \_\_\_.\_\_\_.\_\_\_\_\_ | | 3. Local time of occurrence(HH:MM):  \_\_\_:\_\_\_ | | |
| *4. Flight date:*  \_\_\_.\_\_\_.\_\_\_\_\_ | | *5. Flight number:* | | | | |
| *6. Departure airport:* | | *7. Destination airport:* | | | | |
| *8. Aircraft type:* | | *9. Aircraft registration:* | | | | |
| 10. Location of occurrence: | | 11. Origin of the goods: | | | | |
| 12. Description of the occurrence, including details of injury, damage, etc. (if necessary continue on the next page): | | | | | | |
| 13. Proper shipping name *(including the technical name):* | | | | | | 14. UN/ID no. (when known): |
| 15. Class/division (when known): | 16. Subsidary risk(s): | | *17. Packing group:* | | | *18. Category, (class 7 only):* |
| *19. Type of packaging:* | *20. Packaging specification*  *marking:* | | *21. No. of packages:* | | | *22. Quantity (or transport*  *index, if applicable):* |
| *23. Reference no. of Air Waybill:* | | | | | | |
| *24. Reference no. of courier pouch, baggage tag, or passenger ticket:* | | | | | | |
| 25. Name and adrress of shipper, agent, passenger, etc.: | | | | | | |
| 26. Other relevant information (including suspected cause, any action taken): | | | | | | |
| 27. Name and title of person making report: | | | 28. Telephone no.: | | | |
| 29. Company/dept. code, E-mail or InfoMail code: | | | *30. Reporter ref.:* | | | |
| 31. Address: | | | 32. Date/Signature:  \_\_\_.\_\_\_.\_\_\_\_\_ | | | |

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| Description of the occurrence (continuation): |

**Notes:**

1. 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 CAAK.
2. Any type of dangerous goods occurrence must be reported, irrespective of whether the dangerous goods are contained in cargo, mail or baggage.
3. 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, a 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.
4. 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.
5. This form should also be used to report any occasion when undeclared or misdeclared dangerous goods are discovered in cargo, mail or unaccompanied baggage or when accompanied baggage contains dangerous goods which passengers or crew are not permitted to take on board aircraft.
6. An initial report should be despatched within 72 hours of the occurrence, to the Authority of the State (a) in which the aircraft is registered (if applicable); and (b) in which the incident occurred, unless exceptional circumstances prevent this. The initial report may be made by any means but a written report should be sent as soon as possible, even if all the information is not available.
7. Copies of all relevant documents and any photographs should be attached to this report.
8. Completed reports must be sent to the Civil Aviation Authority of Kosovo (CAAK), Ahmet Krasniqi Street n.n. (Arbëria), 10000, Prishtina; E-mail address: **mor@caa-ks.org** , Fax no: +381 (0)38 211 009, Mob no: +377 (0)44 613 567; and any other competent authority required by the Technical Instructions.
9. Providing it is safe to do so, all dangerous goods, packagings, documents, etc, relating to the occurrence must be retained until after the initial report has been sent to the Authorities referred to in 5. and 7. above and they have indicated whether or not these should continue to be retained.

**Confidential Reports**

An occurrence may be reported confidentially. If the report is ‘CONFIDENTIAL’ please tick the box ‘Yes’ on top of the form to annotate confidentiality of the report, and if it is sent to CAAK’s address, mark the envelope ‘Personal for the Director General of CAAK’. The second copy need not be forwarded to local management. BOXES 20 to 26 should be completed. The CAAK will respect the confidentiality and contact you personally.