



AVIATION SAFETY REPORTING

OCURRENCE GENERAL INFORMATION

Report Identification

If you identify your organisation and your report using the two following fields you can submit a follow-up report at a later stage using the same references.

Country

Type of organisation

Other (specify)

Name of organisation

Reporting entity

Report identification

When and where

UTC Date - Time

-

Latitude of occ

North

South

Local Date - Time

-

Longitude of occ

East

West

(YYYY/MM/DD)

(HH:MM)

(DD.mmmm)

World region

State/area

Location of occurrence

Aerodrome

Location on aerodrome

Location indicator

(of aerodrome)

Country

ICAO code

Other (specify)

Aerodrome status

Aerodrome latitude

North

South

Aerodrome type

Aerodrome longitude

East

West

Elevation above MSL

ft

(DD.mmmm)

Runway

Runway identifier

Surface type

Helicopter landing area

Landing area type

Surface type

Area configuration

What

Headline

Narrative language

Narrative

Form: Aerodrome and Ground Handling

Version 2.6 - August 2018 - AE 4.1.0.3

1

Use Adobe Reader DC © to compile this form

Submit this form on www.aviationreporting.eu

AIRCRAFT INVOLVED

Aircraft identification

Aircraft registration	Manufacturer
State of registry	Model
Serial number	Series
Year built	Other (specify)

Aircraft description

Propulsion type	Aircraft category	
Number of engines	Landing gear type	
Mass group	Maximum t/o mass	kg
Rotorcraft mass group	Wake turb. category	

Flight details

	Country	Operator name	Other (specify)	
Operator				Call sign
Operation type				Flight number
Flight phase		Occ. on ground		Persons on board
	Country	ICAO code		Other (specify)
Last departure point				
Planned destination				

Aircraft information 2

Aircraft registration	Aircraft category
State of registry	Manufacturer
Serial number	Model
Year built	Series
	Other (specify)



AVIATION SAFETY REPORTING

ENVIRONMENT AND EXTERNAL CONDITIONS

Air navigation service

ATS Unit name

ATM contribution

Effect on ATM service

Sector name

Services provided

RTF frequency

kHz

Airspace

Airspace name

Airspace type

Airspace class

Special activities

FIR/UIR name

Conditions and visibility

Weather relevant

Cloud amount

Visibility

m

Weather conditions

Height of cloud base

ft

Visibility restrictions

Light conditions

Air temperature

C

Dew point

C

Winds

Wind speed

kt

Wind gusts

Rel wind direction

Speed measured at

Maximum gust

kt

Turbulence intensity

Wind direction

Degree(s)

Precipitation / phenomena

Weather report

Phenomenon type

Weather report

Phenomenon intensity

Form: Aerodrome and Ground Handling

Version 2.6 - August 2018 - AE 4.1.0.3

3

Use Adobe Reader DC © to compile this form

Submit this form on www.aviationreporting.eu



AVIATION SAFETY REPORTING

ADDITIONAL INFORMATION FOR SPECIFIC TYPES OF OCCURRENCE

Runway incursion

Entity involved	Type of vehicle	Vehicle controlled
	Other (specify)	

Bird / wildlife strike information

Parts struck	Parts damaged	Species description
		Other (specify)
Pilot advised of birds		
Birds/wildlife seen	Birds/wildlife struck	Bird size

Dangerous goods

Dang goods involved	Dangerous good	Subsidiary risk
Origin of goods	(Class number)	
Shipper name	(UN number)	
Air Waybill/	Other (specify)	

Packaging

Total number of	Type of inner packaging
Number of inner	
Quantity per inner pack.	
Type of outer	
Packing group/ Class 7	

Form: Aerodrome and Ground Handling

Version 2.6 - August 2018 - AE 4.1.0.3

4

Use Adobe Reader DC © to compile this form
Submit this form on www.aviationreporting.eu



AVIATION SAFETY REPORTING

CLASSIFICATION AND RISK

Damage

Highest damage
(to aircraft)

Object damaged

Third party damage

Damage not to a/c

Injuries

Injury level

Fatal

Serious

Minor

On ground

On aircraft 1

On aircraft 2

Incapacitation

Person 1

Person 2

Person 3

Reason for incapacity

Reason for incapacity

Reason for incapacity

Classification

Occurrence class
(severity)

Occurrence category
(Use Ctrl to select more than one type of occurrence)

Detection phase

Event types and phases of flight

Event 1

Phase 1

Event 2

Phase 2

Event 3

Phase 3

Risk

Risk classification

Risk methodology

Risk assessment

Form: Aerodrome and Ground Handling

Version 2.6 - August 2018 - AE 4.1.0.3

5

Use Adobe Reader DC © to compile this form

Submit this form on www.aviationreporting.eu

ANALYSIS AND FOLLOW-UP

Assessment

Analysis / follow up

Corrective actions

Conclusions

Report Management

Tracking sheet number	Report status	Report version
Parties informed	Other report information	