



CAA Occurrence Number:

**OCCURRENCE REPORT**

When completed, please send to: Civil Aviation Authority of Kosovo (CAAK)  
 Peyton Place, Sejdi Kryeziu Street #12  
 10000, Pristina  
 Kosovo

If report is CONFIDENTIAL - mark clearly at the top and provide contact address/Tel. no. Your wish will be respected.

E-mail: mor@caa-ks.org  
 Fax: +381 (0)38 211 009, Tel: +381 (0)38 248 629 ext.103

Reporter's Ref:

**FLIGHT CREW REPORT**

AIRCRAFT TYPE & SERIES	REGISTRATION	OPERATOR	DATE	LOCATION/POSITION/RW	TIME OF EVENT UTC	DAY/ NIGHT/ TWILIGHT
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FLIGHT NO.	ROUTE FROM	ROUTE TO	FL/ALT/HT (FT)	IAS (KT)	IFR/ VFR	TCAS RA		ETOPS	
						YES	NO	YES	NO

NATURE OF FLIGHT	PAX	FREIGHT	POSITIONING	FERRY	TEST	TRAINING	BUSINESS	AGRICULTURAL	SURVEY	PLEASURE	CLUB/GROUP	PRIVATE	PARACHUTING	TOWING
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FLIGHT PHASE	PARKED	TAXIING	TAKE OFF	INITIAL CLIMB	CLIMB	CRUISE	DESCENT	HOLDING	APPROACH	LANDING	CIRCUIT	AEROBATICS	HOVER
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**ENVIRONMENTAL DETAILS**

WIND		CLOUD			PRECIPITATION				OTHER METEOROLOGICAL CONDITIONS						RUNWAY STATE						
DIRN.	SPEED (kt)	TYPE	HT (ft)	8th	RAIN	SNOW	SLEET	HAIL	VISIBILITY	ICING			TURBULENCE			OAT (°C)	DRY	WET	ICE	SNOW	SLUSH
					LIGHT	MOD	HEAVY		KMM	LIGHT	MOD	SEVERE	LIGHT	MOD	SEVERE		CATEGORY		I	II	III

**BRIEF TITLE**

**DESCRIPTION OF OCCURRENCE**

*Continue on next page as necessary*

Any procedures, manuals, pubs (e.g. AIC, AD, SB, etc.) directly relevant to occurrence and (where appropriate) compliance state of aircraft, equipment or documentation.

**GROUND STAFF REPORT**

A/C CONSTRUCTOR'S NO.	ENGINE TYPE/SERIES	ETOPS APPROVED		GROUND PHASE			MAINTENANCE ORGANISATION  TEL. NO.
		YES	NO	MAINTENANCE	GROUND HANDLING	UNATTENDED	

COMPONENT/PART	MANUFACTURER	PART NO.	SERIAL NO.	REFERENCES:- MANUAL/ATA/IPC	COMPONENT OH/REPAIR ORGANISATION
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DESCRIPTION OF OCCURRENCE (CONTINUED)				
<b>ORGANISATION AND APPROVAL REFERENCE</b>	<b>NAME</b>	<b>POSITION</b>	<b>SIGNATURE</b>	<b>DATE</b>
<b>If report is voluntary (i.e. not subject to mandatory requirements) can the information be published in the interest of safety?</b>	YES	<b>Address and tel. no.</b> (if reporter wishes to be contacted privately).	NOTE 1: If additional information, as below, is available please provide.	
	NO		NOTE 2: If the occurrence is related to a design or manufacturing deficiency, the manufacturer should also be advised promptly.	
			NOTE 1: Where applicable, a report of this incident should be forwarded directly to other agencies involved, e.g. Aerodrome Authority, ATC agency.	

REPORTING ORGANISATION - REPORT									
ORGANISATION COMMENTS - ASSESSMENT/ACTION TAKEN/SUGGESTIONS TO PREVENT									
<b>UTILISATION - AIRCRAFT</b>				<b>UTILISATION - ENGINE/COMPONENT</b>				<b>MANUFACTURER ADVISED</b>	
	<b>TOTAL</b>	<b>SINCE OH/REPAIR</b>	<b>SINCE INSPECTION</b>		<b>TOTAL</b>	<b>SINCE OH/REPAIR</b>	<b>SINCE INSPECTION</b>	<b>YES</b>	<b>NO</b>
HOURS CYCLES LANDINGS				HOURS CYCLES LANDINGS					
<b>REPORTING ORGANISATION</b>	<b>TEL/FAX/E-MAIL</b>			<b>REPORTER'S REF</b>	<b>REPORT</b>		<b>REPORTER'S INVESTIGATION</b>		<b>FDR DATA RETAINED</b>
					<b>NEW</b>	<b>SUPPL</b>	<b>NIL</b>	<b>CLOSED</b>	<b>OPEN</b>
<b>NAME</b>	<b>POSITION</b>			<b>SIGNATURE</b>			<b>DATE</b>		
	<b>TEL NO./E-MAIL</b>								

## ADVICE ON THE COMPLETION OF THE CAAK OCCURRENCE REPORT FORM – MOR/RF-1

### 1. GENERAL

1.1 Reporters must provide the information required by the Regulation as amended. This means that, wherever possible, they 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 The individual 'box' headings for all items of data are mostly self-explanatory, and the Form comprises a combination of blank boxes for entry of data and boxes listing a number of alternatives: the reporter should annotate the appropriate item.

1.3 The Form is arranged such that entries above **Description of Occurrence** apply to an in-flight occurrence: these parts of the Form are headed FLIGHT CREW REPORT. Below the **Description of Occurrence**, are boxes for the GROUND STAFF REPORT and, on the back of the Form, the REPORTING ORGANISATION REPORT.

1.4 Where reports of either in-flight or ground occurrences are channelled to the Civil Aviation Authority of Kosovo via an organisation, any relevant information which 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.

1.5 Evaluation and processing of reports is greatly facilitated if the reports are typewritten but it is appreciated that this may not always be possible in this case the report should be completed in black ink.

1.6 **ETOPS Operations.** Operators holding approval for this type of operation should, when submitting any occurrence report on the aircraft type(s) subject to this approval, always complete the appropriate 'box' provided. Those operators not using RF-1 should prominently annotate all reports 'ETOPS'.

### 2. THE FOLLOWING ARE BRIEF NOTES AGAINST EACH BLOCK:

**Aircraft Type, Series and Operator.** To be completed for all occurrences involving an aircraft. Provides basic identification data.

**Flight and Weather Details.** Relates to in-flight occurrences only. Provides flight data in support of the narrative. The flight phases listed on the report are defined as follows:

<b>Parked</b>	On ramp with flight crew on board.
<b>Taxying</b>	a) From commencement of moving (including pushback) to start of take-off run. b) From completion of landing run to terminal gate or point of stopping engines, whichever occurs later.
<b>Take-off</b>	Start of take-off run to lift-off.
<b>Init Climb</b>	Lift-off to a height of 1500 ft or aircraft 'clean-up' whichever occurs last.
<b>Climb</b>	End of initial climb to top of climb.
<b>Cruise</b>	Top of climb to top of descent including en-route climb or descent.
<b>Descent</b>	Top of descent to a height of 1500 ft.
<b>Holding</b>	Flying to a set procedure at a point which intentionally delays the aircraft, usually according to a set procedure at a 'fix'.
<b>Approach</b>	A height of 1500 ft to threshold.
<b>Landing</b>	Threshold to end of landing run.
<b>Circuit</b>	Flying to a set pattern in the vicinity of an airfield with intention of landing.

<b>Aerobatics</b>	Deliberate aerobatic manoeuvres, including spinning.
<b>Hover</b>	Airborne and stationary.
The Nature of Flight descriptions listed on the report are defined as follows:	
<b>Pax</b>	Carriage of passengers
<b>Freight</b>	Carriage of Cargo
<b>Positioning</b>	Positioning without revenue load to/from point of departure/arrival of revenue flight.
<b>SAR</b>	Search and Rescue operations
<b>Test</b>	Check of serviceability, issue or renewal of C of A, experimental or development flying.
<b>Training</b>	Training course or examination for any standard of licence or rating type training, continuation training.
<b>Business</b>	Carriage of company staff in aircraft owned or hired by a company.
<b>Agricultural</b>	Aerial application, crop spraying, top dressing, etc.
<b>Survey</b>	Aerial photographic or mapping survey.
<b>Pleasure</b>	Commercial pleasure flying. e.g. sightseeing.
<b>Club/Group</b>	Flying other than training by members in a club or group aircraft.
<b>Private</b>	Other than club/group flying or training.
<b>Parachuting</b>	Carriage of parachutists for the purpose of parachuting.
<b>Towing</b>	Towing of gliders, banners, etc.
<b>Ambulance</b>	Patient transport, emergency medical service, accident response.
<b>Police</b>	Aircraft operating on a Police Aircraft Operating Certificate.

### 3. DESCRIPTION OF OCCURRENCE - RELATES TO ALL OCCURRENCES

3.1 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.

3.2 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.

### 4. GROUND STAFF/REPORTING ORGANISATION

Relates to both in-flight and ground occurrences. Provides maintenance/engineering data in support of the description of occurrence.

4.1 In the case of reports submitted from a component manufacturer or overhaul/repair agency, the information in this block will provide the primary identification data for the occurrence. Nevertheless, if any of the information contained in paragraph 2 is available and is relevant it should also be provided.

4.2 The ground phases listed on the Form are defined as follows:

4.2.1 Aircraft or component times should be quoted in the units most relevant to the 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.

- 4.2.2 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.
- 4.2.3 Manufacturer should be advised as the provision of this information is an important aspect of any occurrence report relating to a specific aircraft type or any item of aircraft equipment. Wherever possible such information should be provided as this can significantly reduce any requirements for follow-up activity. The date sent and the content of this information should be entered, together with any requests for strip/repair data.
- 4.2.4 It is important that reporters consider whether other agencies, such as Aerodrome Authority, ATS providers etc., should also be notified when occurrences are reported in which they have a direct interest.

**Maintenance**                    Aircraft on 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.

## **5. Non-Technical Details - Relevant to all occurrences**

5.1        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.

5.2        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.

## **6. Acknowledgement of Reports**

6.1        Acknowledgement of reports (other than CONFIDENTIAL - see below) is normally given via the Civil Aviation Authority of Kosovo annual 'Occurrence Listings'. If, exceptionally, individual acknowledgement is required, please contact the Civil Aviation Authority of Kosovo direct.

6.2        **Confidential Reports** - An occurrence may be reported confidentially. Please clearly annotate the top of the form 'CONFIDENTIAL' and mark the envelope 'Personal for the Director General of Civil Aviation Authority of Kosovo. The Civil Aviation Authority of Kosovo will respect the confidentiality and contact you personally.