

ADVICE ON THE COMPLETION OF THE CAAK ATS ENGINEERING OCCURRENCE REPORT FORM MOR/RF-3

USE AND EXPLANATION OF TERMS IN BOX 1

Circle one or more category of Occurrence.

ACCIDENT:	A reportable accident.
INCIDENT:	A reportable occurrence (see 'General').
PROCEDURAL:	A reportable occurrence attributed to procedural aspects including operation and maintenance of any facility on the ground.
FAILURE:	A reportable occurrence attributed to any defect in or malfunctioning of any facility on the ground.
HAZARD:	A potential accident, incident or failure.
General:	A reportable occurrence is defined in the Regulation 01/2009 on Occurrence Reporting and TP-5 - Aviation Occurrence Reporting System in Civil Aviation - Information and Guidance Manual.

EXPLANATORY NOTES *(Please also refer to manual of ATS procedures)*

GENERAL:	<i>Complete all boxes. If NOT APPLICABLE use N/A, or if NOT KNOWN use N/K. Jargon and uncommon abbreviations are to be avoided.</i>
BOX 2:	Location where the Occurrence happened.
BOX 5:	The period over which the Occurrence condition existed. Instantaneous, indefinite or unknown classifications must be identified.
BOX 6:	The facility type must be circled or stated.
BOX 7:	More than one element could be circled.

DETAILS OF THE EQUIPMENT ATTRIBUTING TO THE OCCURRENCE

BOX 9:	Frequency (Radio) appropriate to equipment and occurrence, if applicable.
BOX 10:	Callsign - NAVAID identification, SSR code or RTF callsign.
BOX 11:	Location - identify station or other physical location of equipment.
BOX 12:	More than one element could be identified. Additional channels, diversity, etc. must be stated where applicable. External information source completed with equipment and/or the station/location.
BOX 13:	More than one element could be circled. The categories apply to the subject equipment at the time of the Occurrence.
BOX 15:	Identification of appropriate RTF frequencies/radar source is necessary to secure recordings which may be vital to subsequent investigations.
BOX 17:	If records impounded, state source, effective date and retaining station.
BOX 19:	Other fault reporting action, including contact with agencies, must be stated. It is important to ensure that any involved agency is informed of the reporting action. Normal, immediate fault action takes precedence over this reporting action.

ACKNOWLEDGEMENT OF REPORTS

Acknowledgement of reports (other than CONFIDENTIAL - see below) is normally given via the Civil Aviation Authority of Kosovo three monthly summary list of ORs. If, exceptionally, individual acknowledgement is required, please contact the Civil Aviation Authority of Kosovo direct.

UNIT MANAGEMENT ACTION

Reporters are requested to send a copy to Unit Management. This is for local assessment and any immediate follow-up action. Additional input and/or covering comment from Unit Management is highly desirable for evaluation and any follow-up investigation.

CONFIDENTIAL REPORTS

A report may be submitted confidentially. Please clearly annotate the top of the form 'CONFIDENTIAL'. The second copy need not be forwarded to local management. BOXES 20 to 25 should be completed. The Civil Aviation Authority of Kosovo will respect the confidentiality and the Director General of Civil Aviation Authority of Kosovo will contact you personally.