

Type of Occurrence

Accident/incident	<input type="checkbox"/> Collision/strike object	<input type="checkbox"/> component/system failure malfunction	<input type="checkbox"/> loss of control
	<input type="checkbox"/> engine power loss	<input type="checkbox"/> damage to aircraft	<input type="checkbox"/> airframe failure
	<input type="checkbox"/> fire/explosion/fumes	<input type="checkbox"/> fuel/fluids occurrence	<input type="checkbox"/> flight crew illness/incapacitation
	<input type="checkbox"/> injuries to persons	<input type="checkbox"/> failure of emergency equip/procs	<input type="checkbox"/> evacuation
	<input type="checkbox"/> passenger/cargo related occurrence	<input type="checkbox"/> valid warning/alert system	<input type="checkbox"/> invalid warning/alert system
	<input type="checkbox"/> emergency declaration	<input type="checkbox"/> other (specify)	
Airspace incident	Airspace ID – eg AA.TMA/C		
	<input type="checkbox"/> near collision	<input type="checkbox"/> loss of separation	<input type="checkbox"/> unauthorised altitude penetration
	<input type="checkbox"/> unauthorised airspace incursion	<input type="checkbox"/> breach of other clearance	<input type="checkbox"/> pilot flight planning deficiency
	<input type="checkbox"/> clearance/instruction deficiency	<input type="checkbox"/> flight information deficiency	<input type="checkbox"/> other (specify)
	<input type="checkbox"/> TCAS Alert <input type="checkbox"/> RA <input type="checkbox"/> TA	intruder relative altitude in feet	relative position o'clock
Facility malfunction	Facility ID	Name	Facility Type
	<input type="checkbox"/> failure/non availability	<input type="checkbox"/> coverage/intensity deficiency	<input type="checkbox"/> alignment/course deficiency
	<input type="checkbox"/> excessive bends/roughness	<input type="checkbox"/> false overhead/distance indication	<input type="checkbox"/> identification deficiency
	<input type="checkbox"/> readability deficiency	<input type="checkbox"/> interference	<input type="checkbox"/> other (specify)
Aerodrome occ.	<input type="checkbox"/> physical surface deficiency	<input type="checkbox"/> surface marking deficiency	<input type="checkbox"/> wildlife incursion
	<input type="checkbox"/> physical obstruction	<input type="checkbox"/> equipment/installation deficiency	<input type="checkbox"/> apron management deficiency
	<input type="checkbox"/> public protection deficiency	<input type="checkbox"/> other (specify)	
Dangerous goods	<input type="checkbox"/> spillage/leakage <input type="checkbox"/> fumes/gas/smoke/fire <input type="checkbox"/> mis/nondeclaration <input type="checkbox"/> other (specify)		
Bird hazard	<input type="checkbox"/> strike <input type="checkbox"/> near strike	Species	<input type="checkbox"/> small <input type="checkbox"/> medium <input type="checkbox"/> large
	Number seen <input type="checkbox"/> 1 <input type="checkbox"/> 2-10 <input type="checkbox"/> 11-100 <input type="checkbox"/> 100+	Number hit <input type="checkbox"/> 1 <input type="checkbox"/> 2-10 <input type="checkbox"/> 11-100 <input type="checkbox"/> 100+	
	Cloud:	Precipitation	Nil <input type="checkbox"/> Light <input type="checkbox"/> Heavy <input type="checkbox"/>
	Pilot pre-warned of strike possibility? Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Contributing Factors? E.g. grass cutting, garbage accumulation etc..		
Aircraft defect/ Engineering Details	Major component/system affected		
	Part defective		
	Manufacturer	Model	
	Part number	Serial number	
	TTIS	Hours	Cycles
	TSO	Hours	Cycles
	TSI	Hours	Cycles
	Detection phase <input type="checkbox"/> unscheduled OR <input type="checkbox"/> scheduled maintenance	Manufacturer advised <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Compliance with <input type="checkbox"/> AD <input type="checkbox"/> SD	Specify reference	
	Maintenance organisation	Client ID	Phone
	Aircraft damage level <input type="checkbox"/> destroyed <input type="checkbox"/> substantial <input type="checkbox"/> minor	<input type="checkbox"/> other (specify)	
	Aircraft disposal <input type="checkbox"/> write-off <input type="checkbox"/> repair <input type="checkbox"/> unknown	<input type="checkbox"/> other (specify)	

Engineering Description of Incident

Submitter's Details

Name _____ Client ID _____ Phone _____ Date _____
Attachments sketches* reports photographs others (specify) _____
Submitters investigation Open OR Closed Submitters reference number _____
*If an accident, please supply a sketch of the site
We require more forms, please forward us forms

FILE NO.	SAI.	FINDING NO.	F
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Investigation Report

Complete white areas only where applicable

This section of the form is intended to be completed by the reporter or reporter's organisation at the conclusion of their internal investigation. It may be submitted separately to the Occurrence Report. For further assistance with this section refer to CAR 12 Advisory Circular.

Date of occurrence _____ Time _____ UTC Location _____
Aircraft manufacturer and model _____ Aircraft registration P2- _____
Finding attributed to: name _____ Client ID _____
Aviation document _____ Rule ref _____ Manual reference _____
 Non-compliance Non-conformance Observation Safety related concern Critical Major Minor

Description

Cause

Cause 1

Person/Organisation	Category	Item
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Cause 2

Person/Organisation		Category		Item	
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Client's Closing Action

1.

	Completion date	
2.		
	Completion date	

Estimated OR Actual cost of occurrence and corrective action PGK:

Reports Details

Name		Position			
Organisation		AOC/MOC No.			
Date		Phone Number		Reporters Ref No.	

CASA USE Only

- ACC ASP BRD ARC DEF DGD NIO
 HGA INC NRO PAA SEC PIO ADI

Initials	CAR(s) refs:	Entered – Date:	Insp.
	CASA Notes:		

CASA SAFETY RISK MATRIX					
Risk Probability	Risk Severity				
	Catastrophic (5)	Hazardous (4)	Major (3)	Minor (2)	Negligible (1)
Frequent (5)	25	20	15	10	5
Occasional (4)	20	16	12	8	4
Remote (3)	15	12	9	6	3
Improbable (2)	10	8	6	4	2
Extremely Improbable (1)	5	4	3	2	1

Definitions

Risk Probability (Likelihood):
Frequent – likely to occur many times or has occurred frequently.
Occasional – likely to occur sometimes or has occurred infrequently.
Remote – unlikely to occur, but possible or has occurred rarely.
Improbable – very unlikely to occur or not known to have occurred.
Extremely Improbable – almost inconceivable that the event will occur.

Risk Severity (Consequences):
Negligible – Insignificant to aircraft-related operational safety.
Minor – Degrades or affects normal aircraft operational procedures or performance.
Major – Partial loss of significant/major aircraft systems or results in abnormal application of flight procedures.
Hazardous – Complete failure of significant/major aircraft systems or results in emergency application of flight operations procedures.
Catastrophic – loss of aircraft or lives.

Risk Score

Low – 1 to 5 points (Green); **Medium** – 6 to 12 points (Yellow); **High** – 15 to 25 points (Red)

CASA Reason/Hudson Human Behaviour Classification

Error-slip	Error-lapse	Mistake	Violation	Violation
System-induced error	System-induced error	Rule-based	System-induced violation	Substance abuse w/o mitigating factors
Possible negligent behaviour person	Possible negligent behaviour by person	Knowledge-based	Possible reckless violation by person	Substance abuse with mitigating factors
Blameless error	Blameless error	Possible negligent behaviour by person	Violation for personal gain (optimising)	Sabotage/Malevolent Damage
Routine error -same errors by different people	Routine error-same error by different people		Violation for organisational gain (optimising)	
Routine error -same error by same person	Routine error -same error by same person		Situational violation	
			Exceptional violation	
Note 1: CASA Inspectors who detect a reported "Violation" must initiate the CASA Enforcement Decision Process (EDP) - refer to the Enforcement Handbook for CASA Inspectors for guidance.			Routine violation -same violation by same person	
Note 2: The CASA technical branch reviewing the CA005 report must complete both a safety risk assessment and the classification of unintentional error or an intentional mistake or violation related to the incident or event reported in this section of the form.			Routine violation -same violation by different people	