



**Notice of Proposed Rule Making
NPRM 18-02
08 November 2018**

**Part 12
Accidents, Incidents and Statistics**

**Docket18/CAR/12/05
2018 Rules Review**

Proposed Rule Applicable 8 November 2018

Background to the Civil Aviation Rules

The Civil Aviation Rules establish the minimum regulatory safety boundary for participants to gain entry into, operate within, and exit the Papua New Guinea civil aviation system. The Rules are structured in a manner similar to the Civil Aviation Rules of New Zealand and the Federal Aviation Regulations of the USA. Where practicable the Rules also align with the regulatory code of the Civil Aviation Safety Authority of Australia.

Rules are divided into Parts and each Part contains a series of individual rules which relate to a particular aviation activity. Advisory Circulars accompany many rule Parts and contain information about standards, practices and procedures that the Director has established to be an Acceptable Means of Compliance (AMC) with the associated rule. An Advisory Circular may also contain guidance material (GM) to facilitate compliance with the rule requirements.

The objective of the Civil Aviation Rules system is to strike a balance of responsibility between, on the one hand, the State and regulatory authority, the Civil Aviation Safety Authority of PNG (CASA PNG) and, on the other hand those who provide services and exercise privileges in the civil aviation system. This balance must enable the State and regulatory authority to set standards for, and monitor performance of aviation participants whilst providing the maximum flexibility for the participants to develop their own means of compliance within the safety boundary.

Section 45 of the Civil Aviation Act 2000 prescribes general requirements for participants in the civil aviation system and requires, amongst other things, participants to carry out their activities safely and in accordance with the relevant prescribed safety standards and practices.

Section 69 of the Act allows the Minister to make ordinary rules for any of the following purposes:

- (a) The implementation of Papua New Guinea's obligations under the Convention
- (b) To provide for safe, sustainable, effective and efficient aviation services
- (c) To provision of aviation metrological services, search and rescue services and civil aviation security programmes and services;
- (d) Assisting aviation safety and security, including but not limited to personal security;
- (e) Assisting economic development;
- (f) Improving access and mobility;
- (g) Protecting and promoting public health;
- (h) Ensuring environmental sustainability; and
- (i) Any matter related or reasonably incidental to any of the following:
 - (1) The Minister's functions and role under section 8 of the Act;
 - (2) The Authority's general objects and functions under section 11 of the Act;
 - (3) The Authority's functions in relation to safety under section 12 of the Act; and
 - (4) The Director's functions and powers under section of 17 the Act
 - (5) The Director's powers under section 52A, 53 and 54 of the Act
- (j) Any other matter contemplated by any provision of the Act.

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1. Purpose of this NPRM

The purpose of this Notice of Proposed Rulemaking (NPRM) is to put forward for consideration the proposed amendments to Civil Aviation Rule (CAR) Part 12.

2. Background to the Proposal

2.1 General Summary

Rule 12.51 and 12.55, requires an incident that is an accident or a serious incident, or is an immediate hazard to the safety operations, or that is an airspace incident, be notified to Civil Aviation Safety Authority as soon as practicable. On receipt of these notification, CASA has a duty under s62 of the CA Act to then notify accidents and serious incident to AIC. Any delays by the operator in reporting to CASA, will result in delays in notification to the AIC and may therefore hinder timely investigations. For this purpose, the operator should notify CASA without delay and by the quickest means possible, such as telephoning, fax, email or via the company radio. This amendment proposes to replace the words “as soon as practicable” with the words “without delay and by the quickest means possible”, which also aligns our rule with ICAO Annex 13.

The current wording in Rule 12.101(a) and 12.101(b) incorrectly refers to the Authority rather than the Commission. The proposed amendment replaces the word “Authority” with “Commission” and therefore aligns the rule with s246 of the Civil Aviation Act.

The last major amendment to Part 12 was amendment 2, dated 1 April 2015. This amendment proposes two changes to the rule and is summarised as follows:

- The rewording of rule 12.51 and 12.55, is proposed to require operators to reports accidents and serious incidents by the words “without delay and by the quickest possible means”; and
- Rule 12.101(a) and 12.101(b) are amended to replace the word “Authority” with “Commission”, to align the rule with current CA Act.

2.1 NPRM Development

The ICAO audit team reviewed Part 12 and highlighted the following gaps in our current rule resulting in the proposed rule amendments in this NPRM:

- Replace the words “as soon as practicable” with the words “without delay and by the quickest possible means” in rule 12.51(a) and 12.55(b).
- Replace the word “Authority” with “Commission” in rule 12.101(a) and 12.101(b).

As a signatory to the convention on international civil aviation, Papua New Guinea is committed to aligning its regulations to ICAO SARPS, where practicable. Therefore, international operations will need to remain consistent with the requirements of ICAO Annex 13.

2.2 Key Stakeholders

The Civil Aviation Safety Authority identifies the following as key stakeholders for the proposed rule amendments contained in this NPRM:

- The Civil Aviation Safety Authority
- The Minister for Transport
- The Ministry for Transport
- The Minister for Civil Aviation
- Aircraft operators

3. Issues Addressed during Development

The only issues addressed during the development of this NPRM is to include the requirements in the amendment to give clarity in identifying the persons or persons certifying release to service following maintenance on an aircraft component which are considered necessary for the continuing airworthiness and maintenance requirements of aircraft.

3.1 Consequential Amendments

There are no other consequential amendments in other Rule Parts.

3.2 Exemptions

There are no current Exemptions against this Rule Part.

3.3 ICAO SARPS and Level of Risk to Papua New Guinea Aviation Safety

The proposed rule amendments are intended to align, where practicable, with the SARPs contained in ICAO Annexes and are written in consultation with the following Annexes:

- Annex 13– Aircraft Accident and Incident Investigation.

This proposed rule amendment incorporates requirements for reporting of accidents and serious incidents without delay to the AIC and CASA.

3.4 Compliance Costs

This amendment does not impose any additional cost on operators.

4. Summary of changes

The proposed amendments will align CAR 61 with ICAO requirements. They include:

- (1) Amend Rule 12.51(a) and 12.51(b) to replace the words “as soon as practicable” with “without delay and by the quickest possible means”.
- (2) Amend Rule 12.101(a) and 12.101(b) to replace the word “Authority” with the word “Commission”.

5. Legislative Analysis

5.1 Power to Make Rules

The Minister may make ordinary rules under sections 69, 70, 71 and 72 of the Civil Aviation Act 2000, for various purposes including implementing Papua New Guinea's obligations under the Convention, assisting aviation safety and security, and any matter contemplated under the Act.

These proposed rules are made pursuant to:

- (a) Section 69(1)(a) which allows the Minister to make rules for the purpose of the implementation of Papua New Guinea's obligations under the Convention:
- (b) Section 69(b) which allows the Minister to make rules for the purpose of assisting aviation safety and security, including (but not limited to) personal security:
- (c) Section 69(5) which allows the Minister to make rules that provide for matters to be determined or approved by the Authority, the Director, or any other person or empower the Authority, the Director or any other person to impose requirements, or conditions on the performance of any activity including but not limited to procedures to be followed:
- (d) Section 70(c) which allows the Minister to make rules providing for general operating rules, air traffic rules, and flight rules, including but not limited to the following:
 - (1) the conditions under which aircraft may be used or operated, or under which any act may be performed in or from an aircraft:
 - (2) the prevention of aircraft endangering persons or property.
- (e) Section 72(a) which allows the Minister to make rules for the designation, classification, and certification of all or any of the following:
 - (1) aircraft:
 - (2) aircraft pilots:
 - (3) flight crew members:
 - (4) air traffic service personnel:
 - (5) aviation security service personnel:
 - (6) aircraft maintenance personnel:
 - (7) aviation examiners or medical examiners:
 - (8) air services:
 - (9) air traffic services:
 - (10) aerodromes and aerodrome operators:
 - (11) aeronautical navigation service providers:

- (12) aviation training organizations:
 - (13) aircraft design, manufacture, and maintenance organizations
 - (14) aeronautical procedures:
 - (15) aviation security services:
 - (16) aviation meteorological services:
 - (17) aeronautical communication services:
 - (18) any other person who provides services in the civil aviation system, and any aircraft, aeronautical products, aviation related services, facilities, and equipment operated in support of the civil aviation system, or classes of such persons, aircraft, aeronautical products, aviation related services, facilities, and equipment operated in support of the civil aviation system:
- (f) Section 70(b) which allows the Minister to make rules for the setting of standards, specifications, restrictions, and licensing requirements for all or any of those persons or things specified in paragraph 70(a) including the specifications of standards of design, construction, manufacture, processing, testing, supply, approval, and identification of aircraft and aeronautical products:
 - (g) Section 70(c) which allows the Minister to make rules setting the conditions of operation of foreign aircraft and international flights to, from, or within Papua New Guinea:
 - (h) Section 70(d) which allows the Minister to make rules for the definitions, abbreviations, and units of measurement to apply within the civil aviation system.

The proposed amendment of Part 43 complies with the requirements of the Civil Aviation Act and does not contravene the Constitution, the Aerodrome (Business Concession) Act, Civil Aviation (Aircraft Operator Liability) Act, Aircraft Charges Act, Airport Departure Tax Act, the Explosive Act, Firearms Act, Customs Act, Plant and Disease Control Act and the Environmental Act.

The proposed Rule has been checked for language and compliance with the legal conventions of Papua New Guinea.

5.2 Matters to be taken into account

The development of this NPRM and the proposed rule changes take into account the matters under section 75 of the Act that the Minister must take into account when making ordinary rules including the following:

5.2.1 ICAO Standards and Recommended Practices

The proposed rule amendments comply with applicable sections of the following International Civil Aviation Organization (ICAO) Annexes:

- Annex 13 – *Aircraft accident and Incident investigation*

5.2.2 Assisting Economic Development

The proposed rule amendments will have no detrimental impact on economic development, and in some cases will reduce costs incurred by the aviation industry.

5.2.3 Assisting Safety and Personal Security

The proposed rule amendments will maintain safety levels in respect to identifying the person or persons certifying release to service of an aircraft or aircraft component.

5.2.4 Improving Access and Mobility

The proposed rule amendments will have no impact on access and mobility.

5.2.5 Protecting and Promoting Public Health

The proposed rule amendments will have no impact on protecting and promoting public health.

5.2.6 Ensuring Environmental Sustainability

The proposed rule amendments will have no impact on environmental sustainability.

6. Submissions on the NPRM

6.1 Submissions are invited

Interested persons are invited to participate in the making of the proposed rule amendment by submitting written data, views, or comments. All submissions will be considered before final action on the proposed rule amendment is taken. If there is a need to make any significant change to the rule requirements in the proposal as a result of the submissions received, then interested persons may be invited to make further submissions.

6.2 Examination of submissions

All submissions will be available in the rules docket for examination by interested persons both before and after the closing date for submissions. A consultation summary will be published with final rule.

Submissions may be examined by application to the Docket Clerk at the Civil Aviation Safety Authority between 8:30 am and 3:30 pm, on weekdays, except statutory holidays.

6.3 Disclosure

Submitters should note that any information attached to submissions will become part of the docket file and will be available to the public for examination at the Civil Aviation Safety Authority offices.

Submitters should state clearly if there is any information in their submission that is commercially sensitive or for some other reason the submitter does not want the information to be released to other interested parties.

7 How to make submission

Submissions may be sent by the following methods:

By Mail: Docket Clerk (NPRM 18-02)
Civil Aviation Safety Authority
PO Box 1941
BOROKO
National Capital District

Delivered: Docket Clerk (NPRM 18-02)
Civil Aviation Safety Authority
Morea-Tobo Road
Six Mile, Jacksons Airport
Port Moresby NCD

By Fax: Docket Clerk (NPRM 18-02)
3251789 / 325 1919

By Email: Docket Clerk (NPRM 18-02)
rules@casapng.gov.pg

7.1 Final date for submissions

Comments must be received before 3:30pm, Friday 28th September 2018.

7.2 Availability of the NPRM

Any person may obtain a copy of this NPRM from-

CASA web site: www.casapng.gov.pg

or at a cost from

Docket Clerk
Civil Aviation Safety Authority Headquarter
Building 1, Level 1
Morea-Tobo Road
Six Mile, Jacksons Airport
Port Moresby NCD

7.3 Further information

For further information, contact:

Manager - Legal Services
CASA PNG
anambau@casapng.gov.pg

Ph: 325 7320

Mob: 70316205

Subpart A — General

12.1 Purpose

- (a) Subject to paragraph (b) this Part prescribes rules for the —
- (1) notification, investigation, and reporting of accidents and incidents; and
 - (2) preservation of aircraft, aircraft contents, and aircraft records following an accident or serious incidents; and
 - (3) reporting of aircraft operating and statistical data.
- (b) This Part does not apply to an incident that is associated with unmanned balloons, kites, rockets, and model aircraft operated under Part 101.

12.3 Definitions

In this Part—

AIC means the Accident Investigation Commission, which is established by section 218 of the Act:

Fatal injury means any injury which results in death within 30 days of the accident:

Prosecution investigation means an investigation carried out to establish whether an offence against the Act has been committed:

Serious injury means any injury that is sustained by a person in an accident and that—

- (1) requires hospitalization for more than 48 hours, commencing within seven days from the date the injury was received; or
- (2) results in a fracture of any bone, except simple fractures of fingers, toes, or nose; or
- (3) involves lacerations which cause severe haemorrhage, nerve, muscle, or tendon damage; or
- (4) involves injury to an internal organ; or
- (5) involves second or third degree burns, or any burns affecting more than 5% of the body surface; or
- (6) involves verified exposure to infectious substances or injurious radiation.

Subpart B — Notification, Investigation, and Reporting, of Occurrences

12.51 Notification of accident

- (a) Each pilot-in-command of an aircraft that is involved in an accident or, if that person is fatally or seriously injured, or if the aircraft is missing, the operator, shall notify the Authority of the accident as soon as practicable without delay and by the quickest possible means.

The notification under paragraph (a) shall be in a manner acceptable to the Authority and contain, where ascertainable, the—

- (1) date and time of the accident; and
- (2) nature of the accident; and
- (3) type, nationality, and registration marks of the aircraft; and
- (4) names of the aircraft owner and operator; and
- (5) position or last known position of the aircraft with reference to an easily defined geographical point; and
- (6) name of the pilot-in-command of the aircraft; and
- (7) type of operation; and
- (8) last point of departure of the aircraft; and
- (9) next point of intended landing of the aircraft; and
- (10) description of the sky condition, precipitation, wind velocity, and visibility; and
- (11) number of persons on board the aircraft; and
- (12) number of crew and passengers killed or seriously injured as a result of the accident; and
- (13) number of persons killed or seriously injured as a result of the accident that were not crew or passengers; and
- (14) details of damage to the aircraft.

12.53 Details of accident

(a) The pilot-in-command of an aircraft that is involved in an accident or, if that person is fatally or seriously injured, the operator, shall provide the occurrence details requested on form CA005 to the Authority within 3 working days of the accident—

- (1) on form CA005; or
- (2) by a means acceptable to the Authority.

(b) The details required by paragraph (a) shall include a statement by each flight crew member who was on the aircraft at the time of the accident, detailing the facts, conditions, and circumstances relating to the accident.

(c) Where a flight crew member is incapacitated, the statement required by paragraph (b) shall be submitted as soon as the flight crew member is able.

12.55 Notification of incident

(a) A holder of a certificate issued in accordance with the following Parts must notify the authority as soon as practicable of any associated incident if the certificate holder is involved in the

incident and the incident is a serious incident or an immediate hazard to the safety of aircraft operations: —

- (1) Parts 119, 129 and 137 – aircraft incident or dangerous goods incident;
- (2) Part 172 – airspace incident;
- (3) Parts 171 and 174 – facility malfunction incident;
- (4) Parts 47, 119, 129, 145, 146, and 148 – defect incident;
- (5) Parts 119, 129, 139, 140, 171 and 172 — security incident;
- (6) Part 139 – aerodrome incident;
- (7) Parts 139, 171, 174 and 175 – promulgated information incident.

(b) A person who is involved in an incident that is a serious incident or an immediate hazard to the safety of aircraft operations must notify the Authority of the incident ~~as soon as practicable~~ without delay and by the quickest possible means, if the person -

- (1) operates, maintains, services, or does any other act in respect of any aircraft, aeronautical product, or aviation related service; and
- (2) is not employed by, or associated with, the certificate holder referred to in paragraph (a).

(c) A pilot-in-command of an aircraft that is involved in an airspace incident or a bird incident shall notify the Authority of the incident as soon as practicable.

(d) The notification of an incident required by paragraphs (a), (b), and (c) must be conveyed by a means acceptable to the Authority and contain, where ascertainable, information in accordance with following:

- (1) for airspace incidents, Appendix A (a); or
- (2) for defect incidents, Appendix A(b); or
- (3) for facility malfunction incidents, Appendix A(c); or
- (4) for aircraft incidents, Appendix A(d); or
- (5) for security incidents, Appendix A(e) ; or
- (6) for promulgated information incidents, Appendix A(f); or
- (7) for aerodrome incidents, Appendix A(g); or
- (8) for dangerous goods incidents, bird incidents, or any other incident, Appendix A(h).

12.57 Details of incident

(a) Notwithstanding the notification of a serious incident or an immediate hazard to the safety of an

aircraft operation under rule 12.55, the following persons who are involved in an incident must provide the Authority with the applicable details of the incident in accordance with information requested on the applicable form specified in paragraph (b) (1):

- (1) a holder of a certificate referred to in 12.55(a):
- (2) a person referred to in rule 12.55(b):
- (3) pilot-in-command referred to in 12.55(c).

(b) A person who is required under paragraph (a) to provide the Authority with details of an incident must provide those details within 3 working days of the incident—

- (1) on form CA005; or
- (2) by another means acceptable to the Authority.

12.59 Investigation and reporting

(a) A holder of a certificate referred to under rule 12.55(a) who is required to provide details of an incident to the Authority under rule 12.57 must, unless otherwise notified by the Authority—

- (1) subject to section 248(3) of the Act, conduct an investigation to identify the facts relating to its involvement in the incident and establish, so far as those facts will allow, the cause or causes of the incident; and
- (2) on completion of the investigation, submit a report of the investigation to the Authority no later than 90 days after the incident—
 - (i) on form CA005; or
 - (ii) by a means acceptable to the Authority; and
- (3) advise the Authority of any actions taken to prevent recurrence of a similar incident.

(b) Notwithstanding paragraph (a) (2), a holder of an aviation document may obtain the Director's approval to submit a completed report later than 90 days where the nature and complexity of the investigation is such that a longer period is justified.

12.61 Confidentiality of persons submitting information

The Authority shall, when confidentiality is requested by a person submitting information under 12.55 or 12.57—

- (1) as soon as practicable, remove any information that might reveal the identity of the source; and
- (2) not make any other record of the information removed under subparagraph (1).

12.63 Non-prosecution

The Authority shall not use or make available for the purpose of prosecution investigation or for prosecution action any information submitted to it by a person under this Part unless—

- (1) the information reveals an act or omission that caused unnecessary danger to any other person or to any property; or
- (2) false information is submitted; or
- (3) the Authority is obliged to release the information pursuant to a statutory requirement or by order of a competent Court.

Subpart C — Preservation of Aircraft, its Contents, and Records

12.101 Access to aircraft involved in an accident

- (a) Except as provided in the Section 246 of the Act, and paragraphs (b) and (c), no person shall access, interfere with, or remove, an aircraft or its contents that is involved in an accident unless authorised to do so by the Authority Commission.
- (b) Subject to the limitations contained Section 246 of the Act, the Authority Commission may, for the purpose of its investigation, access, inspect, secure, or remove, an aircraft or its contents that is involved in an accident.
- (c) A person may, subject to paragraph (d)—
 - (1) remove persons or livestock from the aircraft or wreckage; or
 - (2) protect the aircraft, wreckage, or contents, including mail or cargo, from further damage; or
 - (3) disconnect or deactivate any cockpit voice recorder, flight data recorder, or emergency location transmitter; or
 - (4) prevent obstruction to the public or to air navigation where no practical alternative is available.
- (d) Any aircraft wreckage, mail, or cargo removed under paragraph (c) shall—
 - (1) be moved only so far as necessary to ensure its safety; and
 - (2) be kept in separate distinct areas to indicate from which part in the aircraft it has been taken; and
 - (3) where possible, have sketches, descriptive notes, and photographs made of their original position and any significant impact marks.

12.103 Preservation of records

- (a) Each holder of a certificate of registration of an aircraft that is involved in a serious incident or accident shall preserve all records, including all recording media maintained for the operation and maintenance of the aircraft, for at least 30 days after the serious incident or accident unless otherwise notified by the Authority.
- (b) Each holder of a certificate issued under—

- (1) Part 171 that is involved in a facility malfunction incident or an accident; or
- (2) Part 172 that is involved in an airspace incident or an accident—

shall preserve all records, including log entries, electronic recordings, technical and other relevant data relating to the incident or accident for at least 30 days after the incident or accident unless otherwise notified by the Authority.

12.105 Retention of defective products and components

A holder of a certificate of registration for an aircraft, and a holder of a certificate issued in accordance with Part 144, Part 145, Part 146 or Part 148 who is required to submit a defect incident report to the Authority under rule 12.59(2) must retain the defective products or component that is associated with the defect incident for at least 30 days after submitting the report unless otherwise notified by the Authority.

Subpart D — Statistics

12.151 Aircraft operating statistics

(a) Each operator of a Papua New Guinea registered aircraft issued with a standard or restricted category airworthiness certificate shall submit aircraft operating and statistical data in accordance with the frequency and due dates listed in Table 1 for aircraft performing hire or reward operations and Table 2 for aircraft performing operations not for hire or reward:

- (1) the registration marks;
 - (2) for aircraft used on international air transport operations, the hours flown and the number of flights carrying passengers and cargo only flights;
 - (3) for aircraft used on domestic air operations, the hours flown and the number of flights:
 - (i) carrying passengers between two different aerodromes;
 - (i) originating and ending at the same aerodrome without an intermediate landing;
 - (ii) carrying cargo only.
 - (4) for aircraft used on other operations, the hours flown.
- (b) The reports required by paragraph (a) shall be submitted—
- (1) on form CAA605; or
 - (2) by a means acceptable to the Director.

Table 1 Reporting periods for aircraft performing hire or reward operations:

Report	Period Covered	Due Date
1st Quarter	1 Jan through 31 Mar	1 May
2nd Quarter	1 Apr through 30 Jun	1 Aug
3rd Quarter	1 Jul through 30 Sep	1 Nov
4th Quarter	1 Oct through 31 Dec	1 Feb

Table 2 Reporting periods for aircraft performing operations not for hire or reward:

Report	Period Covered	Due Date
Annual	1 Jan through 31 Dec	15 Feb

12.153 Confidentiality of statistical reports

(a) The Authority or any person employed by the Authority shall not communicate to any person outside the Authority any information provided in statistical reports that identifies any individual aircraft operator except—

- (1) with the consent of the aircraft operator; or
- (2) in accordance with Article 67 of the Convention; or
- (3) pursuant to a statutory requirement.

(b) The Authority may provide to the Council of the International Civil Aviation Organization statistics that relate to international air transport operations.

Appendix A — Information Required for Initial Notification of Incidents Preservation of Aircraft, its Contents, and Records

(a) **Airspace incident** – The following information is required for notification under 12.55(d)(1):

- (1) date and time of the incident;
- (2) brief description of events;
- (3) aircraft nationality, registration, radio call sign, flight number, and type;
- (4) name of the aircraft operator;
- (5) aircraft position and altitude;
- (6) name of the pilot-in-command;
- (7) phase of flight;
- (8) effect on flight;
- (9) flight rules under which the aircraft was operating;
- (10) aircraft point of departure and destination;
- (11) location, type, and class of airspace, and the ATS unit involved;
- (12) any other relevant information submitted by the pilot concerned.

(b) **Defect incident** – The following information is required for notification under 12.55(d)(2):

- (1) date and time the incident was detected;
- (2) brief description of events;
- (3) aircraft nationality, registration, and type;
- (4) name of the aircraft operator;
- (5) location of the aircraft, part, or equipment at the time of the incident;
- (6) phase of flight;
- (7) effect on flight;
- (8) aircraft point of departure and destination;
- (9) name of the manufacturer of the aircraft, part, or equipment, and where appropriate, the part number, its modification standard, and its location on the aircraft;
- (10) description of the incident, its effects, and any other relevant information;

- (11) whether the person or organisation making the notification has instituted an investigation into the defect and expected time of completion;
 - (12) name, organisation, and contact details of the person notifying the incident.
- (c) **Facility malfunction incident** – The following information is required for notification under 12.55(d)(3):
- (1) date and time of the incident;
 - (2) brief description of events;
 - (3) aircraft nationality, registration, radio call sign, flight number, and type;
 - (4) name of the aircraft operator;
 - (5) aircraft position and altitude;
 - (6) name of aerodrome and runway used;
 - (7) name of the pilot-in-command;
 - (8) phase of flight;
 - (9) effect on the flight;
 - (10) identification, type, name, frequency, and provider of the aeronautical telecommunication facility involved;
 - (11) whether the person or organisation making the notification has instituted an investigation into the incident and, if so, expected time of completion;
 - (12) name, organisation, and contact details of the person notifying the incident.
- (d) **Aircraft incident** – The following information is required for notification under 12.55(d)(4):
- (1) date and time of the incident;
 - (2) brief description of events;
 - (3) aircraft nationality, registration, radio call sign, flight number, and type;
 - (4) name of the aircraft operator;
 - (5) aircraft position and altitude;
 - (6) phase of flight;
 - (7) if applicable, name of aerodrome and runway used;
 - (8) effect on the flight;

- (9) name of the pilot-in-command;
 - (10) type of operation being conducted;
 - (11) number of persons on board the aircraft;
 - (12) name, organisation, and contact details of the person notifying the incident.
- (e) **Security incident** – The following information is required for notification under 12.55(d)(5):
- (1) date and time of the incident;
 - (2) brief description of events;
 - (3) aircraft nationality, registration, radio call sign, flight number, and type;
 - (4) name of the aircraft operator;
 - (5) aircraft position and altitude or place of incident;
 - (6) name of the aerodrome or aeronautical telecommunication facility if applicable;
 - (7) name of the pilot-in-command;
 - (8) phase of flight;
 - (9) effect on the flight;
 - (10) type of operation being conducted;
 - (11) name, organisation, and contact details of the person notifying the incident.
- (f) **Promulgated information incident** – The following information is required for notification under 12.55(d)(6):
- (1) date and time the incident was discovered;
 - (2) brief description of events;
 - (3) name of the publication, map, or chart;
 - (4) information that gave rise to the incident;
 - (5) name, organisation, and contact details of the person notifying the incident.
- (g) **Aerodrome incident** – The following information is required for notification under 12.55(d)(7):
- (1) date and time of the incident;
 - (2) brief description of events;
 - (3) name of the aerodrome;

- (4) description and the location of the reported defect or obstruction;
 - (5) name, organisation, and contact details of the person notifying the incident.
- (h) **Dangerous goods, bird or other incidents** – The following information is required for notification under 12.55(d)(8):
- (1) date and time of the incident;
 - (2) brief description of events;
 - (3) name, organisation, and contract details of the person notifying the incident.