THE MANDATORY OCCURRENCE REPORTING (MOR) SCHEME

CONTENTS

OCCURRENCE REPORTING SCHEME

1. INTRODUCTION

1.1. The broad definition of this scheme is the preparation and submission of reports by persons or organizations involved in occurrences that they have experienced. For this Scheme, the term occurrence means any fault problem or shortcoming of parts or people. In general terms, this covers hazardous occurrences to all aircraft registered
in Malaysia.

1.2. This chapter is applicable to occurrences involving airworthiness and flight operations matters, which is clearly defined under Para 4.1.1. and 4.1.2. of this Scheme.

2. CIVIL AVIATION REGULATIONS 2016 (MCAR)

2.1. As stipulated in regulation 165 of the MCAR.

3. THE OBJECTIVES OF THE SCHEME

3.1. The objectives of the occurrence reporting are as follows:

3.1.1. To ensure that the Civil Aviation Authority of Malaysia (CAAM) is advised of hazardous or potentially hazardous incidents and defects, hereafter referred to as occurrences.

3.1.2. To ensure that knowledge of these occurrences is disseminated so that other persons and organizations may learn from them.

3.1.3. To enable an assessment to be made by those concerned (whether inside or outside the CAAM) of the safety implications of each occurrence, both in itself and in relation to previous similar occurrences that they may take or initiate any necessary action.

3.2. It is not the objective of the CAAM to determine or apportion any blame or liability in connection with aviation occurrences.

4. ITEMS TO BE REPORTED

4.1. A reportable occurrence in relation to an aircraft means:

4.1.1. Any incident relating to such an aircraft or any defect in or malfunctioning of such an aircraft or any part or equipment of such an aircraft, being an incident, malfunctioning or defect endangering, or which if not corrected would endanger the aircraft, its occupants or any other person.

4.1.2. Any defect in or malfunctioning of any facility, on the ground used or intended

to be used for purposes of or in connection with the operation of such an aircraft, being a defect or malfunctioning endangering, or which if not corrected would endanger such an aircraft or its occupants.

4.1.3. It is of great importance to the success of the Scheme that Reporters keep firmly in mind the criterion of danger to the aircraft, etc when deciding whether or not a report is required. The over-enthusiastic reporting of minor occurrences will be costly both to Reporters and to the CAAM and will tend, by the sheer volume of data generated, to obscure the major safety items. Nevertheless, when in doubt, it will normally be wiser to submit a report.

4.2. A report should also be submitted on any occurrences which involves, for example, a defective condition or unsatisfactory behavior or procedure which did not actually endanger the aircraft, but which if allowed to continue uncorrected or which, if repeated in different, but likely circumstances, could create a hazard.

4.3. Examples of occurrences required to be reported are given at **Appendix B**.

5. SUBMISSION OF REPORTS

5.1. When employees, e.g. aircraft commanders, engineers, and air traffic controllers know, or have good reason to believe, that their company or parent organization will transmit their occurrence reports to the CAAM, they should use the appropriate company procedures for passing the required information concerning reportable occurrences, which come to their notice. Employees may submit an occurrence report direct to the CAAM should they wish, but are strongly advised, in the interest of flight safety, also to notify their employer, except when confidentiality is regarded as essential.

5.2. Reports are to be dispatched within 48 hours of the occurrence coming to the knowledge of the person making the report. Should this report be incomplete, a further report containing this information must be made within 48 hours of the information becoming available.

5.3. As has previously been stated, **the objective of the Occurrence Reporting Scheme is to improve the level of flight safety** not only from the lessons learned from any subsequent follow-up action on a report, but also in the prompt alerting of those organizations associated with the operation and maintenance of the same type of aircraft or equipment, on which report has been submitted. The CAAM is dependent upon those responsible for submitting reports to exercise their judgment and, in those cases where it is considered that particularly potentially dangerous circumstances exist, to pass such information to the CAAM by the fastest means possible e.g. telephone, telex and to follow this by a completed form.

5.4. Conversely, for occurrences involving a lesser degree of hazard, Reporters must exercise their judgment in deciding whether, in order that all those concerned may be alerted in the minimum time, to submit immediately a report on the limited information available or if there is likelihood of any additional and useful information becoming available within the statutory 48 hours, to delay the dispatch of the report.

6. SAFETY RESOLUTION

6.1. CAAM shall review the report and provide the safety resolution. In the event of serious safety concern or safety concern to the flight safety, CAAM shall take corrective action by retraining and/or suspending the crew.

6.2. In the event of retraining, the final remedial check shall be carried out by CAAM.

6.3. All MORs shall be closed by CAAM.

7. THE REPORT FORM

7.1. See **Appendix A**.

7.2. Operators may wish to use report forms designed to meet their own requirements, in such cases the form should as far as possible follow the general format of the above forms in order to facilitate processing. Use of such forms will require CAAM approval.

8. CHANNELS OF REPORTING

8.1. Occurrence Report Forms shall be submitted to: safety.MOR@caam.gov.my

8.2. In some cases, particularly overseas, the use of telex, AFTN or cable may be necessary to minimize delays in transmission of occurrence information. The CAAM is contactable by:

AFTN Code: WMKKYAYX FAX: 03-88714334

8.3. When a report form is not available, the relevant information may be passed in letterform. Should additional information be required the CAAM may send a standard report form to the person initiating the report for completion.

8.4. For those occurrences which it is considered, include particularly potentially dangerous circumstances requiring the immediate passing of information to the CAAM, the following actions should be taken:

8.5. During normal working hours, to telephone Flight Operations Division, telephone number 603-88714000.

8.6. Outside working hours, to fax Flight Operations Division, fax number 603-88714334.

APPENDIX A

ADVICE ON THE COMPLETION OF THE CAAM OCCURRENCE REPORT FORM

1. GENERAL

1.1. The Reporters must provide the information required. 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 in no way involved.

1.2. 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 for indication of which alternative are appropriate.

1.3. Space for “Date received by CAAM” and “CAAM Occurrence No” at the top of the form are for CAAM use only.

1.4. The technical content of the form comprises simple basic occurrence identification block, a narrative block and blocks for flight and engineering data to support the narrative. These four blocks are arranged such that everything above the narrative is relevant to an in-flight occurrence and the data should be readily available to the aircraft commander.

2. THE FOLLOWING ARE BRIEF NOTES AGAINST EACH BLOCK:

2.1. **Aircraft and operator identification** to be completed for all occurrences involving an aircraft. Provides basic identification data.

2.2. **Flight and weather details** relate to in-flight occurrences only. Provides flight data in support of the narrative.

2.3. The flight phases listed on the report are defined as follows:

PARKED	On ramp with flight crew on board.
TAXYING	(a) From commencement of moving (including push-back) to start of take-off run. (b) From completion of landing run to terminal gate or point of stopping engines.
TAKE-OFF	Start of to take-off run to lift-off.
INIT CLIMB	Lift off to 1500 ft or aircraft “clean-up” whichever is higher.
CLIMB	End of initial climb to top of climb.

CRUISE	Top of climb to top of descent including any enroute climb or descent.
HOLDING	Flying to a set procedure at a point which intentionally delays the aircraft.
APPROACH	1500 ft to threshold.
LANDING	Threshold to end of landing run.
CIRCUIT	Flying to a set pattern in the vicinity of an airfield with intention of landing.
AEROBATICS	Deliberate aerobatic manoeuvres, including spinning.
HOVER	Airborne and stationary.

24. The nature of flight descriptions listed on the report are defined as follows:

PAX	All revenue and non-revenue passengers on Air Transport movement flight.
FREIGHT	Scheduled or non-scheduled flights performed by aircraft carrying property other than mail, stores and baggage.
SURVEY	Aerial photographic or mapping survey.
PLEASURE	Commercial pleasure flying, e.g. sightseeing.
AGRICULTURAL	Aerial-spraying or crop-dusting.
BUSINESS	Carriage of company staff in aircraft owned or hired by a company.
CLUB/GROUP	Flying other than training by members in a club or group aircraft.
PRIVATE	Other than club/group flying or training.
POSITIONING	Positioning without revenue load to/from point of departure/arrival of revenue flight.
FERRY	Ferry for technical reasons without revenue load, e.g. 3-engine ferry to maintenance base.
TEST	Check of serviceability, issue or renewal of C of A, experimental or development flying.
TRAINING	Training course or examination for any standard of licence or rating type training or continuation training.
PARACHUTING	Carriage of parachutists for the purpose of parachuting.

TOWING Towing of gliders, banners, etc.

3. NARRATIVE RELATES TO ALL OCCURRENCES

3.1. This should be a clear and concise description of the occurrence preferably starting with a short title indicating the type of occurrence. It should contain details of what happened or what was found; what immediate action was taken to contain the situation; and any additional information, comments or recommendations which it is considered might assist subsequent investigation.

3.2. Wherever possible this should be supported by the results of subsequent investigation and details of any action taken by the Reporters' organization to avoid a reoccurrence.

4. ENGINEERING DETAILS

4.1. Relates to both in flight and ground occurrences.

4.2. Provides engineering data in support of the narrative.

4.3. The ground phases listed on the Report Form are defined as follows:

Maintenance	Aircraft on maintenance or overhaul, or at manufacturers.
Unattended	Standing, with no personnel on board.
Ground Handling	Movements of aircraft on the ground other than as defined in 'Taxying'.
Taxying	While aircraft is moving under engine power for any purpose other than those defined in "TAXING" in flight phases above.

4.4. The blocks headed "Maintce Prog" should be used to identify the Maintenance Programme requirements appropriate to the component or part, i.e. "On Condition", "Condition Monitored" or "Hard Time".

4.5. Aircraft or component times should be quoted in the parameters 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.

4.6. Any published Airworthiness information or control procedures - this provides 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.

4.7. When such information, etc does exist the provision of the appropriate reference No.(s) and the compliance status of the aircraft, equipment, facility or organization is important both in terms of assessing the occurrence and disseminating the details of it to others.

4.8. Manufacturers advised - this is to record whether or not the manufacturer has been advised. Provision of this information is an important aspect of any occurrence report relating to a specific aircraft or any item of aircraft equipment. Wherever possible such information should be provided as this can significantly reduce any requirements for follow-up activity.

5. NON-TECHNICAL DETAILS

5.1. Relevant to all occurrences.

5.2. It provides for important supporting non-technical information on the occurrence and identification of the Reporter and reporting organization. When the report is voluntary (i.e. not submitted under Occurrence Reporting requirements), provision is made for the Reporter to indicate if it may be disseminated in the interest of safety.

5.3. 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.

APPENDIX B

OCCURRENCES REQUIRED TO BE REPORTED

NB. It is difficult to be precise in the definition of a significant hazard which requires reporting to the CAAM, but listed below for the guidance of those required to report are examples of types of occurrence which are considered 'reportable'.

Although covering a wide range of items, this list must not be considered as comprehensive and for many occurrences, the Reporter must exercise judgment to establish if the required criteria are met or not.

1. DAMAGE TO AIRCRAFT STRUCTURE

1.1. This refers to damage, in flight or on the ground resulting from either accidental causes or in-service deterioration, e.g. cracks, corrosion, permanent deformation, etc.

1.2. Substantial damage which occurs between the time any person boards an aircraft with the intention of flight until such time as all persons have disembarked is required to be reported as a Reportable Accident in accordance with the regulation 167 of MCAR.

1.3. To avoid duplication in reporting, any event reported under the above regulations need to be reported to CAAM under the Occurrence Reporting Scheme.

1.4. Damage to any primary structure or any damage to secondary structure, which consequently could have been hazardous to the aircraft, unless it is minor accidental damage which is readily evident and made known to a responsible member of the operator's staff at the time it occurred, thus avoiding the aircraft flying in an un airworthy condition.

1.5. Any separation from the aircraft in flight or any part of the aircraft.

2. INJURY TO PERSON

2.1. Serious injury or death to flight crew or passengers which directly results from the operation of the aircraft or its equipment (e.g. abrupt maneuvers, turbulence, propeller or jet blast) is required to be reported as a Reportable Accident as above.

2.2. Any significant injury to any person, which directly results from the operation of the aircraft or its equipment, but which is not considered to constitute a Reportable Accident.

3. THE IMPAIRMENT DURING FLIGHT OF THE CAPACITY OF A MEMBER OF THE FLIGHT CREW TO UNDERTAKE THE FUNCTIONS TO WHICH HIS LICENCE RELATES

3.1. The requirements to report are equally relevant to impairment of ground staff if this directly hazards the aircraft.

3.2. Impairment of any member of the flight deck operating crew, including those which occur prior to departure if it is considered that it could have resulted in incapacitation after take-off.

3.3. Impairment of any member of the cabin crew which renders him unable to perform his essential emergency duties.

3.4. Impairment of any member of ground staff (e.g. ATC, maintenance and engineering staff, etc) when as a consequence, an aircraft was or could have been in danger.

4. THE USE OF ANY PROCEDURE TAKEN FOR THE PURPOSE OF OVERCOMING AN EMERGENCY

4.1. The use in flight or on the ground of any emergency equipment or prescribed emergency procedures.

4.2. The use of any non-standard procedure adopted by the flight crew to deal with an emergency.

4.3. The declaration of an emergency.

4.4. An emergency, forced or precautionary landing.

4.5. Failure of emergency equipment or procedures to perform satisfactorily including when being used for training or test purposes.

5. FAILURE OF ENGINES, SYSTEM OR ANY EQUIPMENT OF AN AIRCRAFT

NB: This section covers failures or malfunctions which occur in flight and on the ground. It must be appreciated that a particular failure or malfunction may be considered reportable on one type of aircraft, and not on another.

5.1. ENGINE SEPARATED

5.1.1. **Aircraft with 1 or 2 Engines**

a. Separated, shutdown or significant malfunction of any engine.

5.1.2. **Aircraft with 3 or 4 Engines**

a. Separated, shutdown or significant malfunction of **more than one** engine.

b. Separated, shutdown or significant malfunction of any **<u>one</u>** engine when:

* It occurs at a critical phase or time (e.g.V_1).

* Exceptional circumstances exist or unforeseen consequences arise (e.g. uncontained failure, fire etc).

* Standard operating procedures, drills, etc are **<u>not</u>** satisfactorily accomplished.

* A hazardous situation arises or might have arisen from the decisions or actions of the crew subsequent to the malfunction or failure.

5.2. SYSTEMS AND EQUIPMENT LOSS OR MALFUNCTION

5.2.1. **Aircraft with Multiple and Independent Main Systems,Sub-Systems or Sets of Equipment**

a. Any loss or significant malfunction of more than one main system, sub-systems, or sets of equipment, e.g. hydraulic power, flight control systems, electrical power, air systems, ice protection, communications systems, navigation systems and instruments, warning systems and devices, brake systems, wheels/tyres on each landing gear, etc.

b. Loss or significant malfunction of any single main system, sub-system or sets of equipment, e.g. as at Para 'a' above when:

• it occurs at a critical phase or time.

• exceptional circumstances exist or unforeseen consequences arise.

• standard operating procedures, drills, etc are not satisfactorily accomplished.

• relevant back-up system, sub-system or equipment which do not perform satisfactorily.

• a hazardous situation arises or might have arisen from the decisions or actions of the crew subsequent to the malfunction or failure.

5.2.2. **Aircraft with Single Main System, Sub-Systems or Sets of Equipment**

a. Loss or significant malfunction of any main system, sub-system, or sets of equipment, e.g. as (1) above.

5.2.3. **All Aircraft**

a. Fire or explosion.

b. Smoke, toxic, or noxious fumes in the aircraft.

c. Leakage of fuel which results in major loss or significant fire hazard.

d. Malfunctions of the fuel jettisoning system which results in inadvertent loss of significant quantity of fuel, significant fire hazard or possible hazardous contamination of aircraft equipment, and the inability to jettison fuel.

e. Fuel system malfunctions having a significant effect on fuel supply and distribution.

f. Leakage of hydraulic fluids, oil or other fluids which result in a significant fire hazard or possible hazardous contamination of aircraft equipment.

g. Inability to re-light or re-start a serviceable engine.

h. Inability to feather or unfeather a propeller.

i. Inability to shut down an engine or to control power, thrust or RPM.

j. Uncontained failure of any high speed rotating components, e.g. APU, air starters, ACM, ATM, etc.

k. Significant overspeed or runaway of engines, propellers, rotors or APU.

l. Significant asymmetry of flaps, slats, spoilers, etc.

m. Limitation of movement, stiffness, or poor or delayed response in the operation of primary flight control systems or their associated tab and lock systems.

n. Loss or malfunction of any rotorcraft auto stabilizer mode.

o. Inability to achieve the intended aircraft configuration for any flight phase.

p. Malfunction of any indication systems when the possibility of significantly misleading indications to the crew results.

q. Operation of any primary warning system of devices, e.g.

Fire or smoke warning Stall warning Door warning Ground proximity Warning Rotor or transmission condition warning, etc	} Unless	It is evident to the crew that the indication is false. It is confirmed as false after landing provided that no hazard resulted or could have resulted from crew workload or actions of the crew in response to the warning.

r. Any failure, significant malfunction or deterioration of any critical items of systems or equipment found as a result of a special mandatory inspection or check (e.g. campaign wires, ASBs, ADs, etc).

s. Significant defects or deterioration of systems or components found during routine maintenance/overhaul repair when it is considered to be of a type not expected as a result of normal service operation.

t. Systems/component failures or significant malfunctions identified by routine testing and inspections procedures either on the aircraft or in workshops where there is a likelihood of there being further similar defective items which might not be identified, e.g. by another Reporter.

u. Failure or malfunction of any item not normally considered as reportable (e.g. furnishings and equipment, water systems and items included in an allowable deficiency or minimum equipment list) where the circumstances of the failure or its association with other failures introduces an element of hazard.

5.3. ANY REPORTABLE OCCURRENCE ARISING FROM THE CONTROL OF AN AIRCRAFT IN FLIGHT BY ITS FLIGHT CREW

5.3.1. Abandoned take-off at speed close to or over V_1.

5.3.2. Unintentional significant deviation from intended track or altitude caused by a procedural, systems or equipment defect.

5.3.3. Discontinued approach from below decision height.

5.3.4. Unintentional contact with the ground, including touching down before the runway threshold.

5.3.5. Over-running the ends or sides of the runway or landing strip.

5.3.6. Serious loss of braking action.

5.3.7. Approach and/or landing on an incorrect runway or airfield.

5.3.8. Loss of control from any cause, e.g. turbulence.

5.3.9. Occurrence of stall or a “stick push” operation, other than for training or test purpose.

5.3.10. Significant inadvertent falls off in airspeed.

5.3.11. Reversion to manual control of powered primary controls, other than for training or test purposes.

5.3.12. Inadvertent incorrect operation of primary or ancillary controls which resulted in or could have resulted in a significant hazard.

5.3.13. An incident or hazard that arises as a consequence of any deliberate simulation of failure conditions for training, system checks or test purposes.

6. FAILURE OR INADEQUACY OF FACILITIES OR SERVICES ON THE GROUND USED OR INTENDED TO BE USED FOR THE PURPOSE OF OR IN CONNECTION WITH THE OPERATION OF AIRCRAFT

NB: This is intended to cover instances of substantial degradation of operating standards arising from inadequacies in associated services and facilities. It also covers failure or inadequacies of flight crews in the interpretation or implementation of such services.

The occurrence scheme is in essence related to aircraft operating under the control of a Malaysian operator. It is recognized that air traffic services and airport authorities will have no option when reporting occurrences involving both ground facilities and aircraft than to report all aircraft, irrespective of nationality.

6.1. NAVIGATION AND COMMUNICATIONS EQUIPMENT

6.1.1. Total failure or significant malfunction of any aids to navigation.

6.1.2. Total failure or significant malfunction of any communications equipment.

6.2. AIR TRAFFIC CONTROL SERVICES AND GENERAL OPERATIONAL SERVICES

6.2.1. Provision of significantly incorrect, inadequate or misleading information from any ground sources, e.g. ATO, ATIS, Meteorological services, maps, charts, manuals, etc.

6.2.2. Provision of less than prescribed terrain clearance.

6.2.3. Provision of incorrect altimeter setting.

6.2.4. Failure or inadequacy of prescribed let down procedures.

6.2.5. Misidentification of aircraft in the use of radar.

6.2.6. Incorrect transmission, receipt or interpretation of significant messages.

6.2.7. Separation between aircraft of less than that prescribed for the situation.

6.3. AIRFIELD FACILITIES

6.3.1. Failure or significant malfunction of airfield lighting.

6.3.2. Major failure or significant deterioration of surfaces in airfield manoeuvring areas.

6.3.3. Significant spillage of fuel on airfield aprons.

6.3.4. Errors or inadequacies in marking of obstructions or hazards on airfield manoeuvring areas.

6.3.5. Runways or taxiways obstructed by aircraft vehicles or foreign objects.

6.3.6. Apron blast incidents resulting in significant damage or injury.

6.3.7. Collision between a moving aircraft and any other aircraft, vehicle or other ground object.

6.3.8. Moving aircraft inadvertently leaving the paved surfaces, which results in or could had resulted in a significant hazard.

6.4. FLIGHT CREW INTERPRETATION OF INFORMATION AND INSTRUCTIONS

6.4.1. Incorrect setting of an SSR code.

6.4.2. Flight at a level or on a route different from the allocated.

6.4.3. Incorrect receipt or interpretation of significant radio telephone messages.

7. OCCURRENCES ARISING FROM THE LOADING OR CARRIAGE OF PASSENGERS, CARGO OR FUEL

7.1. Loading of incorrect fuel quantities likely to have significant effect on aircraft endurance, performance, balance or structural strength.

7.2. Loading of incorrect type or contaminated fuel or other essential fluids.

7.3. Carriage of hazardous or restricted goods in contravention of appropriated requirements.

7.4. Incorrect labeling and packaging of restricted goods.

7.5. Incorrect loading of passengers, baggage or cargo, having a significant effect on aircraft weight and balance.

7.6. Inadequate securing of cargo containers or significant items of cargo.

7.7. Incorrect stowage of baggage or cargo likely in any way to hazard the aircraft, its equipment or occupants or to impede emergency evacuation.

7.8. Significant contamination of aircraft structure, systems or equipment arising from the carriage of baggage or cargo.

7.9. Difficulty in controlling intoxicated, violent or armed passengers.

8. ANY OTHER OCCURRENCE WHICH CONSTITUTE AN OCCURRENCE ENDANGERING, OR WHICH IF NOT CORRECTED WOULD ENDANGER THE SAFETY OF AN AIRCRAFT, ITS OCCUPANTS OR ANY OTHER PERSON

NB. As will be appreciated, it is not possible to envisage every kind of occurrence that endangers or, if not corrected, would endanger an aircraft or its occupants. Accordingly, it has been necessary to cover any other occurrence affecting flight safety. Some examples of types of occurrence not listed under other sections are:

8.1. Failure or malfunction of ground equipment used for test/check of aircraft systems and equipment when the required routine inspection and test procedures did not clearly identify the problem before safe operation of the aircraft could be effected.

8.2. Repetitive arising at an excessive frequency of a specific type of occurrence which in isolation would not be considered 'Reportable', e.g. a high frequency of:

- failure or malfunction of a specific component - in cases where it is not already being monitored as part of the operators approved maintenance programme.
- minor loading errors at a particular airfield.
- GPWS nuisance warning at a particular airfield.

Note: In such cases it is expected that the Reporter will submit a single occurrence report together with the supporting evidence of high frequency and/or rate when it is considered that such a situation has been reached.

8.3. Incorrect assembly of parts or components of aircraft or ground equipment where the condition has not been found as a result of inspection and test procedures required for that specific purpose.

8.4. A bomb threats.

8.5. A skyjack.

8.6. A lighting strike which results in significant damage to the aircraft, loss or malfunction of any essential services or injury or impairment to the occupants.

8.7. In-flight fuel quantity critically low or exhausted.

To be sent to:
Flight Operations Division
Civil Aviation Authority of Malaysia
N0 27 Persiaran Perdana
Level 2, Block Podium B, Percinct 4
62618 PUTRAJAYA

OCCURRENCE REPORT

CIVIL AVIATION AUTHORITY OF MALAYSIA

(CAAM Borang 9 - OR)

Fax to: +603 8871 4334
or e-mail to
safety.MOR@dca.gov.my

Complete all sections where information is relevant.
For multi-choice boxes, indicate which entry is appropriate.

Date received by CAAM	CAAM Occurrence No.

Aircraft Type and Series	Registration	Operator	Date Of Occurence	Flight Phase	Nature Of Flight

FLIGHT AND WEATHER DETAILS

Flight No		Wind	Runway Used	Precipitation	Icing	Turbulence
	DAY ☐ NIGHT ☐ TWILIGHT ☐			RAIN ☐ SNOW ☐ SLEET ☐ HAIL ☐	LIGHT ☐ MOD ☐ HEAVY ☐	LIGHT ☐ MOD ☐ SEVERE ☐ EXTREME ☐
From		IAS	State			
	Time		DRY ☐ WET ☐ ICE ☐ SNOW ☐ SLUSH ☐			
To		Ht/Alt/FL				
	Visibility					
Geog. Position		OAT		LIGHT ☐ MOD ☐ HEAVY ☐		

Cloud Type	
Height / Ft	
Amount / 8ths	

Flight Phase	Nature Of Flight
PARKED ☐	PAX ☐
TAXYING ☐	FREIGHT ☐
TAKE OFF ☐	SURVEY ☐
INIT CLIMB ☐	PLEASURE ☐
CLIMB ☐	AGRICULTURAL ☐
CRUISE ☐	BUSINESS ☐
DESCENT ☐	CLUB/GROUP ☐
HOLDING ☐	PRIVATE ☐
APPROACH ☐	POSITIONING ☐
LANDING ☐	FERRY ☐
CIRCUIT ☐	TEST ☐
AEROBATICS ☐	TRAINING ☐
HOVER ☐	PARACHUTING ☐
	TOWING ☐

NARRATIVE

ENGINEERING DETAILS

	Aircraft Constructor's No	Engine Type & Series	Maintenance Organisation	Ground Phase
				Maintenance ☐ Ground Handling ☐ Taxy ☐ Unattended ☐
Component / Part	Location on aircraft	Manual Reference	Tel No	
Manufacturer	Part No	Serial No		

	TOTAL	Since O/H or repair	Since Inspection	Maintce Prog O.C.	Maintce Prog C.M.	Maintce Prog H.I.	Manufacturer Advised
HOURS							
CYCLES							YES ☐
LANDINGS							NO ☐

Is there any published Airworthiness Information or control procedures (e.g. AD, SB etc) relevant to occurence YES ☐ NO ☐

Reference No and Compliance Status of Aircraft or Equipment

Report

ORIGINAL ☐

SUPP ☐

Reporter's Investigation

NIL ☐

OPEN ☐

CLOSED ☐

Flight Data Record Held

YES ☐

NO ☐

If report is submitted Voluntarily i.e. not subject to mandatory requirements

Can the information be disseminated in the interest of safety

YES ☐ NO ☐

Organisation

Position	Reference No	Date

Address (if reporter wishes to be contacted privately)

Tel No

Name

NARRATIVE (If required)