

Occurrence Report

Attention! Please read carefully the following instructions:

When?

Please use this form to report any occurrence irrespective of whether it falls under the mandatory or voluntary reporting scheme. This form should be used for all occurrences which you consider to be directly or indirectly safety related.

Why?

The sole purpose is to collect information as part of our reporting system and within the scope of our safety management system in order to improve safety. Experience has shown that most accidents and incidents occur due to latent risks inherent in our systems. By reporting occurrences you contribute towards a proactive and predictive approach to safety. You protect yourselves, your passengers and fellow pilots.

Where does it go?

Information provided is strictly confidential and the identity of the reported is protected by the applicable European Regulations. Information provided will be treated according to the procedures laid down in the Safety Management Manual. The form will be sent directly to the Safety Manager for further analysis. Reports falling under the mandatory occurrence report scheme will be forwarded to the responsible national authority. Such reports will also be anonymised during processing.

What are the consequences for me?

In Mesogeion we actively promote a just safety culture and therefore we distinguish between acceptable¹ and unacceptable² behaviour. There are no consequences for individuals when their actions fall under the definition of acceptable behaviour. Individuals reporting occurrences will be protected and their reports treated in confidence.

MD 3.4

1

Acceptable behaviour includes but is not limited to errors, mistakes, lapses occurring as a result of a combination of operational conditions and human factors such as poor judgement. The key characteristic of acceptable behaviour is the lack of intention towards committing errors that might lead to an unsafe situation.

2

Non-acceptable behaviour is any intentional behaviour to breach the organisation’s safety policy principles, undermine its safety objectives and act in ways to undermine deliberately our just culture, our safety, and which can directly threaten the life of those involved in operations and also third parties. Examples include intentionally violating rules, deliberately disregarding procedures, falsification of documents, acts of sabotage etc

Occurrence Report Form			
Name (optional) :			
White Fields- Information to be provided by the reporter			
Grey Fields – Information to be included by the safety manager after initial editing			
1. Entity	Mesogeion Aeroclub	4. UTC Date and Time:	
2. File Number	O /	5. State of Occurrence:	101 - Greece
3. Occurrence Status		6. Location of Occurrence:	
7. Occurrence Class	500- Not determined		
8. Narrative Language	English		
9. Risk Classification	To be implemented		
10. Event Type			
11. Occurrence Category			
Aircraft Related Info			
12. State of Registry:	Greece	16. Operator	Mesogeion Aeroclub
13. Make/Model/Series:		17. Propulsion Type	1- Reciprocating
14. Aircraft Serial number:		19. Mass Group	1 - 0 to 2250 Kg
15. Registration/Callsign		20. Operation Type	
18. Aircraft Category	1 - Fixed Wind Airplane		
History of Flight			
21a. Last Departure Point		21b. Planned Destination	
22. Weather Information			
Air Navigation Services			
<i>If ATS was a contributing factor in this occurrence, please complete the following fields</i>			
23. Name of ATS unit concerned			
24. Additional details such as, minimum Separation achieved (where applicable)			
25. Airspace Type and Class:		26. FIR	LGGG
Aerodrome Related Data			
<i>If the occurrence is related to an aerodrome please complete the following fields:</i>			
27. Location Indicator			
28. Location on the aerodrome			
Aircraft Damage or Personal injury			
29. Highest Damage	38-The aircraft sustained no damage		
30. Injury Level	98 - None		
31. Number of injuries on ground	Fatal	Serious	Minor
32. Number of Passengers:			
33. Number of injuries on aircraft	Fatal	Serious	Minor
34. Narrative			
Please provide a brief narrative of the occurrence			

Filling Instructions

Thank you for taking some time to report safety related information. These instructions will assist you in completing this document. Note: You only have to fill in fields in white colour. Grey fields will be filled in by the Safety Manager on initial processing of your report.

4. UTC Date and Time

The date and time of the occurrence concerned

6. Location of Occurrence:

You can use a designated point, an approximate area, distance and radial from a navaid , geographical coordinates etc.

15. Registration/Callsign

Fill in the aircrafts’ registration

21a. Last Departure Point

This would normally be the departure aerodrome for this flight.

21b. Planned Destination

Fill in the destination aerodrome

22. Weather Information

If weather relevant, you can insert here information such as METAR reports or the weather as you experienced it during flight.

23. Name of ATS unit concerned

If an ATS unit was involved in this occurrence, specify its details.

24. Additional details such as, minimum Separation achieved (where applicable)

In reference to (23) above, describe the nature of ATS’s involvement in the occurrence and additional details such as minimum separation achieved, collision risk etc..

27. Location Indicator

ICAO location indicator according to ICAO DOC 7910. If the AD has no location indicator, fill in ZZZZ/AD name

28. Location on the aerodrome

The point on the AD were the occurrence took place. Ex. Stand 45, Intersection TWY A/B.

32. Number of Passengers:

The number of passengers (if any)

34. Narrative

Write a brief narrative of the occurrence. Avoid long texts and excessive details. For most occurrences few lines suffice.