



# TRINIDAD AND TOBAGO CIVIL AVIATION AUTHORITY

## OCCURRENCE REPORT

															ORGANIZATION REF NO.			TTCAA OCCURRENCE NO.						
<b>1. FLIGHT CREW REPORT</b>																								
AIRCRAFT TYPE & SERIES				REGISTRATION				OPERATOR				DATE				LOCATION/POSITION/RW				CAPTAIN			CO-PILOT	
FLIGHT NR				ROUTE				TIME (UTC):				FLIGHT LEVEL/ALT (FT)				IAS			ETOPS					
				FROM:		TO:		DAY/NIGHT/TWILIGHT											YES		NO			
NATURE OF FLIGHT		PAX	FREIGHT	POSITIONING	FERRY	TEST	TRAINING	BUSINESS	AGRICULTURAL	SURVEY	PLEASURE	CLUBGROUP	PRIVATE	PARACHUTING	TOWING									
FLIGHT PHASE		PARKED	TAXYING	TAKEOFF	INITIAL CLIMB	CLIMB	CRUISE	DESCENT	HOLDING	APPROACH	LANDING	CIRCUIT	AEROBATICS	HOVER										
<b>ENVIRONMENTAL DETAILS</b>																								
WIND			CLOUD			PRECIPITATION			OTHER METEOROLOGICAL CONDITIONS									RUNWAY STATE						
DIRN	SPEED (kts)	TYPE	HT (ft)	8th	RAIN	SNOW	SLEET	HAIL	VISIBILITY	ICING	TURBULENCE			DWT (C)			DRY	WET	ICE	SNOW	SLUSH			
					LIGHT	MODERATE	HEAVY		KMM	LIGHT	MOD	SEVERE	LIGHT	MOD	SEVERE				I	II	III			
															CATEGORY									
BRIEF TITLE																								
<b>2. DESCRIPTION OF OCCURRENCE</b> (To be used for all occurrences reported on this form)																								
<i>Use additional form if required, <input type="checkbox"/> Tick here if additional form used</i>																								
Results of subsequent investigation																								
<i>Tick here <input type="checkbox"/> If Part 4 includes action taken to avoid recurrence</i>																								
Any procedures, manuals, publications, (e.g. AIC, AD, SB, etc) directly relevant to occurrence and compliance state of aircraft, equipment or documentation																								
ORGANIZATION				NAME				POSITION				SIGNATURE				DATE								
<b>3. GROUND STAFF REPORT</b>																								
A/C SERIAL NUMBER				ENGINE TYPE/SERIES				ETOPS APPROVED		GROUND			AIRCRAFT BELOW 5700KG ONLY - MAINTENANCE ORGANIZATION ETOPS APPROVED											
								YES		NO		MAINTENANCE			GROUND HANDLING			UNATTENDED		TEL NO				
COMPONENT/PART				MANUFACTURER				PART NR				SERIAL NR				MANUAL REF			COMPONENT OH/REPAIR ORGANIZATION					
UTILISATION - AIRCRAFT							UTILISATION - ENGINE/COMPONENT							MANUFACTURER ADVISED										
TOTAL		SINCE OH/REPAIR		SINCE INSPECTION			TOTAL		SINCE OH/REPAIR		SINCE INSPECTION			YES		NO								
HOURS							HOURS																	
CYCLES							CYCLES																	
LANDINGS							LANDINGS																	



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## 4. REPORTING ORGANIZATION – REPORT

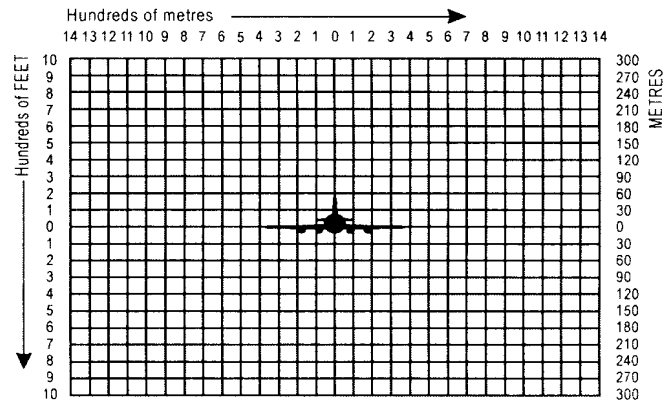
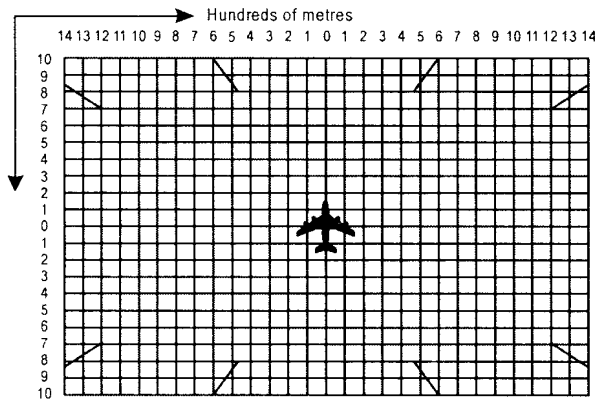
ORGANIZATION COMMENTS – ASSESSMENT/

ACTION TAKEN/SUGGESTIONS TO PREVENT RECURRENCE

ORGANIZATION	TEL/FAX	REPORTERS REF	REPORT		REPORTERS INVESTIGATION				FDR DATA RETAINED	
			NEW	SUPPL	NIL	CLOSED	OPEN		YES	NO
NAME	POSITION	SIGNATURE				DATE				

## 5. AIRMISS/ATC INCIDENT (DELETE AS APPLICABLE) and/or TCAS RA

Mark passage of other aircraft relative to you, in plan on the left and in elevation on the right, assuming YOU are at the centre of each diagram indicate appropriate scale.



HDG/RTE	°	TAS	FL/ALT SETTING	ATC INSTRUCTIONS ISSUED	CALLSIGN	FREQUENCY IN USE	HEADING	CLEARED ALTITUDE	MINIMUM VERTICAL SEPARATION	MINIMUM HORIZONTAL SEPARATION		
ROUTE				YES	NO		°		FT	M/NM		
FROM:	TO:	CLIMB/DESCENT: LEVEL <input type="checkbox"/> CLIMBING <input type="checkbox"/> DESCENDING <input type="checkbox"/>		BANK ANGLE: SLIGHT <input type="checkbox"/> MODERATE <input type="checkbox"/> STEEP <input type="checkbox"/>		DETAILS OF OTHER AIRCRAFT						
TCAS ALERT	TYPE OF RA	RA FOLLOWED	WAS TCAS ALERT USEFUL	AVOIDING ACTION TAKEN		TYPE	MARKINGS	COLOUR	LIGHTING	CALLSIGN	ATTITUDE	AVOIDING ACTION TAKEN
RA	TA	NONE	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO
RESTRICTIONS TO VISIBILITY:		NONE <input type="checkbox"/>	SUNGLARE <input type="checkbox"/>	DIRTY WINDSCREEN <input type="checkbox"/>	WINDSCREEN PILLAR <input type="checkbox"/>	OTHER COCKPIT STRUCTURE <input type="checkbox"/>						

## 6 WAKE TURBULENCE

HEADING	TURNING		G/S POSITION		EXT C/L POSITION		CHANGE IN ATTITUDE			CHANGE IN ALTITUDE		ANY BUFFET		STICK SHAKE				
°	LEFT	RIGHT	NO	HIGH	LOW	LEFT	RIGHT	NO	PITCH	ROLL	YAW	°		FT	YES	NO	YES	NO
WHAT MADE YOU SUSPECT WAKE TURBULENCE																		
DESCRIBE ANY VERTICAL ACCELERATION																		

NAME	POSITION	SIGNATURE	DATE
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## 7. TTCAA REVIEW OF ACTION TAKEN BY ORGANIZATION

SUMMARY OF FOLLOW-UP ACTION BY TTCAA:

		OPEN
		CLOSED
NAME OF INSPECTOR	SIGNATURE	DATE
		RECORD ENTERED IN DB



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## GUIDANCE ON THE COMPLETION OF THE TTCAA OCCURRENCE REPORT FORM – TF-053

### GENERAL

1. (1) Wherever possible reporters should complete all sections of the Form where the information requested is relevant to a specific occurrence. (Where any of the information requested is clearly not relevant it may be omitted, e.g. weather details when weather is not a factor.) The following general notes apply:

- (a) The first part of the form is the in-flight crew report. The individual boxes are mostly self-explanatory and should be completed with the required data or circled as appropriate to indicate the conditions relating to the occurrence. The ETOPS box should be ticked “YES” if the operator has ETOPS approval and the occurrence on an aircraft type subject to this approval;
- (b) Part 2 of the form is **Description of Occurrence** and this block should be completed for all occurrences reported by the form;
- (c) Part 3 is the **Ground Staff Report** section;
- (d) Part 4 is the **Reporting Organization Report** and the boxes at the bottom of this section are used with Part 3 to provide the supporting technical data;
- (e) Part 5 is for **Airman or ATC Incidents**;
- (f) Part 6 is completed for report on **Wake Turbulence**.
- (g) Part 7 is the TTCAA review.

(2) Evaluation and processing of reports is greatly facilitated if the reports are typewritten but it is appreciated that this may not always be possible in this case the report should be completed in black ink.

(3) **Part 1 – Flight Crew Report.** The following are brief notes against each block:

- (a) **Aircraft Type, Series and Operator.** To be completed for all occurrences involving an aircraft. Provides basic identification data.
- (b) **Flight and Route Details.** Relates to in-flight occurrences only. Provides flight data in support of the narrative.
- (c) The following “nature of flight” expressions are defined as follows:
  - (i) **Pax** – Passenger Flight
  - (ii) **Freight** – Flight carrying cargo or freight Flight under Class 1 or 6 Air Transport Licence or an exemption.
  - (iii) **Positioning** - Flight without revenue load to/from point of departure/arrival of revenue flight.
  - (iv) **Ferry** - Ferry for technical reasons without revenue load, e.g. 3-engine ferry to maintenance base.
  - (v) **Test** - Check of serviceability, issue or renewal of Airworthiness Certificate, experimental or development flying.



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- (vi) **Training** - Training course or examination for any standard of licence or rating type training, continuation training.
  - (vii) **Business** - Carriage of company staff in aircraft owned or hired by a company.
  - (viii) **Agricultural** - Aerial application, crop spraying, top dressing, etc.
  - (ix) **Survey** - Aerial photographic or mapping survey.
  - (x) **Pleasure** - Commercial pleasure flying. e.g. sightseeing.
  - (xi) **Club/Group** - Flying other than training by members in a club or group aircraft.
  - (xii) **Private** - Other than club/group flying or training.
  - (xiii) **Parachuting** - Carriage of parachutists for the purpose of parachuting.
  - (xiv) **Towing** -Towing of gliders, banners, etc.
- (d) The flight phases listed on the report are defined as follows:
- (i) **Parked** - On ramp with flight crew on board.
  - (ii) **Taxying is** From commencement of moving (including pushback) to start of take-off run or from completion of landing run to terminal gate or point of stopping engines, whichever occurs later.
  - (iii) **Take-off** -Start of take-off run to lift-off.
  - (iv) **Init Climb** - Lift-off to a height of 1500 ft or aircraft 'clean-up' whichever occurs last.
  - (v) **Climb** - End of initial climb to top of climb.
  - (vi) **Cruise** -Top of climb to top of descent including en-route climb or descent.
  - (vii) **Descent** - Top of descent to a height of 1500 ft.
  - (viii) **Holding** - Flying to a set procedure at a point which intentionally delays the aircraft, usually according to a set procedure at a 'fix'.
  - (ix) **Approach** - A height of 1500 ft to threshold.
  - (x) **Landing** - Threshold to end of landing run.
  - (xi) **Circuit**- Flying to a set pattern in the vicinity of an airfield with intention of landing.
  - (xii) **Aerobatics** -Deliberate aerobatic manoeuvres, including spinning.
  - (xiii) **Hover** Airborne and stationary.
- (e) Environmental details include relevant information on wind, precipitation, other meteorological conditions and runway state as shown.

(4) **Part 2. Description of Occurrence – relates to all occurrences.** This should be a clear and concise description of the occurrence, preferably starting with a brief title indicating the type of occurrence. The description should contain details of what happened or what was found; what immediate action was taken to contain the situation; any additional information, comments or recommendations which it is considered might assist subsequent assessment of the report and/or investigation. Wherever possible the description should be supported by the results of subsequent investigation and details of any action taken by the reporter's organization to avoid a recurrence.



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(5) **Part 3 – Ground Staff Report.** This part relates to both in-flight and ground occurrences. It provides maintenance and technical data in support of the description of the occurrence. The ground phases listed in this Part are defined as follows:

- (a) Maintenance – Aircraft on maintenance, overhaul or repair;
- (b) Ground Handling – Movements of aircraft on the ground other than as defined in “Taxiing”;
- (c) Unattended – Standing, with no personnel on board.
- (d) Aircraft or component times should be quoted in units most relevant to the occurrence or to the component function, e.g. flying hours/cycles/landings or a combination of each. Provision is also made for total times and times since overhaul, repair or inspection;

(6) **Part 4 – Reporting Organization Report.** This Part is used as follows:

- (a) To give the organization’s assessment of the occurrence and action taken or recommended to avoid recurrence;
- (b) Information should be provided which allows for the identification of the existence of any such information or procedures (e.g. mandatory inspections, ADs, crew drills, etc) issued for the purpose of controlling or avoiding such or similar occurrences;
- (c) Where the contents of this section meet the criteria for a Service Difficulty Report, then Form TF-040 must also be completed and distributed as required by TTCAR No.5:22.

(7) **Part 5 – Airmiss/ATC Incident Report .** This section is used by flight crew to report ATC incidents and is self explanatory.

(8) **Part 6 – Wake Turbulence .** This section is used by flight crew to report on wake turbulence encountered or suspected and is self explanatory.

(9) The reporter should enter the name of his organization where applicable, his position, name signature and date.

(10) **Part 7 – TTCAA Review of Action Taken by Organization.** The TTCAA will check the Reporting Organization, reporting and tick “Open” if the report requires TTCAA involvement and follow-up action. “Closed” will be ticked only when the TTCAA is satisfied that appropriate action has been taken to control the hazards. The ‘Record entered on DB’ will be ticked to show that the record has been entered.