CIVIL AVIATION AUTHORITY OF NEPAL

SAFETY REPORTING PROCEDURE DIRECTIVE

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Or,
Safety Management Division, CAAN
Civil Aviation Authority of Nepal
Babarmahal, Kathmandu.
Phone No: 014261602 (Extension no. 110), 014251284
Fax No: 014261454
Email: nast@caanepal.gov.np

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1. PART A- MANDATORY OCCURRENCE REPORTING PROCEDURE

This procedure pertains to timely mandatory reporting of accidents, serious incidents, incidents and other reportable occurrences by relevant stakeholders. Such stakeholders encompass certificated/approved aviation organizations, independent licensed/authorized personnel (e.g. pilots, cabin crew members, air traffic controllers, maintenance personnel) and the general public.

1.1 MANDATORY REPORTING

1.1.1 Pursuant to Civil Aviation Regulation, Rule 83c, it is mandatory for all aviation stakeholders to report aviation accidents, serious incidents, incidents and other safety related occurrences (including defects/malfunctions/service difficulties) to CAA Nepal.

1.1.2 The reporting of mandatory occurrences is done using the Mandatory Report forms as provided in Appendix 2. All Mandatory Reports are signed by the approved/certificated organization's authorized signatory.

1.1.3 In the case of accidents and serious incidents, immediate coordination with the MoCTCA (Civil Aviation Division) is to be initiated, upon receipt of such notification, to determine whether its independent investigation process is to be activated.

1.2 ESTABLISHMENT OF REPORTING AND INVESTIGATING MECHANISM BY SERVICE PROVIDERS

Each aviation service provider needs to establish a mechanism for collecting, recording, reporting, analyzing and internally investigating, if required, of the safety occurrences when such occurrences are received under mandatory requirement. Such mechanism shall include the following things:

I. Establishment of responsible entity and appointment of officer-in-charge for receiving information concerning the safety occurrences and notifying and/or reporting it to the relevant CAA Nepal Safety Department;
II. Education and communication within the organization about the reportable occurrences;
III. Establishment of mechanism for collecting, storing, analyzing and investigating of Safety Occurrences;
IV. Adoption of necessary measures to ensure confidentiality of the received occurrences and protection of the source of information;
V. Notification and/or Reporting to the relevant Safety Department of CAAN about the occurrences in the prescribed reporting form as in appendix 2.

VI. Resolution of identified safety deficiencies

(*) Note:

I. For Air Navigation Services matters, relevant Safety Department is ANS Safety Standard Department and responsible officer-in-charge is Chief of the department.

II. For Aircraft Operations and Maintenance matters, relevant Safety Department is Flight Safety Standard Department and responsible officer-in-charge is Chief of the department.

III. For Aerodrome Operations matters, relevant Safety Department is Aerodrome Safety Standard Department and responsible officer-in-charge is Chief of the department.

REPORTING TIMELINES

Reportable Occurrences	**Notification* to the concerned safety Department** (Mandatory)	**Report submission to the Concerned safety department and/or the Accident Investigation Entity**	**Investigation Report submission to the CAAN**	**Remarks**
Accident**	Immediate/ASAP	Within 24 hours	90 days	
Serious incident* *	Immediate/ASAP	Within 48 hours	60 days	
Incident***	-----	Within 72 hours	30 days (where required)	

* Telephone, fax or e-mail will in most cases constitute the most suitable and quickest means to send a notification.

** Internal investigation by CAAN for the limited purpose, if desirable.

*** The timelines for this occurrence may also be used for voluntary reporting as well.

1.3 PROCESSING OF MANDATORY REPORTS BY CAA NEPAL

Concerned CAA Nepal Safety Department shall establish a departmental mechanism for collecting, recording, analyzing and investigating, if required, of safety occurrences that are received mandatorily from aviation service provider or specified individuals or voluntarily from any agency or individual directly, and finally respond to such organization, agency or individual on the reported matters.

Such mechanism shall include the following things:
Each safety department shall follow the following procedures:

I. Upon receipt of a mandatory report, concerned department's designated official shall validate the report to ensure that all essential information has been provided by the reporter;

II. The report will then be classified into the following categories:
   a) accident;
   b) serious incident;
   c) incident;
   d) other occurrence.

III. After classification, the report record will be maintained into the safety occurrence database with an assigned occurrence reference number, format of occurrence log is in appendix 3.

IV. If the occurrence is of accident or serious incident nature, it shall be reported to MoCTCA (Civil Aviation Division) for the purpose of State level investigation according to Annex 13;

V. If the occurrence is of significant risk and decided to investigate, department chief shall follow the investigation process contained in CAAN Safety Investigation Procedure Manual, and get the investigation conducted;

VI. Communicate investigations' recommendations to concerned entities or individuals for implementation;

VII. If necessary, develop additional safety recommendations in resolving the identified safety deficiencies

VIII. Notify to reporting entity or individual about the actions taken in resolving the deficiencies.

IX. Update the status of each report in safety occurrence database with the following categorization methods:
   a) Initial notification: For evaluation/follow-up/information as annotated.
   b) Under investigation: Investigation by [Accident investigation authority/CAA/service in provider in progress as annotated.
   c) Investigation completed: Investigation results/data received and uploaded.
   d) Closed: No further action required.

X. Each Safety department, shall report safety occurrence data and information to Safety Management Division periodically, which in turn collectively store all the safety data and information by establishing the state database for statistical analysis and research.

XI. The departmental assigned official shall also act as focal point for coordination and coomunication with SMD;

XII. Each Safety department and SMD shall adopt measures as per Civil Aviation Requirements for Safety Management (CAR -19) Appendix 3 to ensure confidentiality of received information and protection of the source of information.

XIII. If any mandatory reports are received by SMD by the nast@caanepal.gov.np email or by any other means, the received reports shall be forwarded for necessary actions to the concerned department's focal points as soon as possible.

Note.— Notification and submission of accident and serious incident data reports to ICAO is the responsibility of the Civil Aviation Division, MoCTCA.

Note: Mandatory Occurrences and voluntary information reporting and operational procedure is in Appendix 1. The mandatory occurrence reports shall be sent to the addresses mentioned in Appendix 4.

1.4 ACCIDENT/SERIOUS INCIDENT/INCIDENT CLASSIFICATION

1.4.1 The classification of accident, serious incident and other incident will be based on ICAO Annex 13 definitions.

1.4.2 Occurrences that are classified as accidents or serious incidents may require independent investigations by the Civil Aviation Division, MoCTCA. In such cases, SMD shall track the independent investigation process outcomes and provide updates to concerned safety departments as necessary.

1.4.3 For incidents and other occurrences (including defects/malfunctions/service difficulties) that are not the subject of the State's independent investigation process, the assigned concerned departmental representative will liaise with the relevant party for necessary follow-up investigation and report submission as applicable.

1.5 FOLLOW-UP / INVESTIGATION

1.5.1 For occurrences that require follow-up action or investigation by the service provider's internal safety/quality function, the relevant CAA Nepal departmental representative will liaise with the service provider's authorized safety/quality representative to ensure the timely follow-up and closure of the occurrence as appropriate.

1.5.2 The assigned CAA Nepal departmental representative monitors and determines whether CAA Nepal intervention before, during or after a service provider's internal safety occurrence investigation and resolution process is necessary.

1.5.3 On completion and receipt of the follow-up/investigation report, the designated official shall enter all relevant information received into the relevant database. In the case of investigation reports issued by Civil Aviation Division, MoCTCA, SMD shall liaison with that division for the necessary dissemination of such reports to the concerned departments through the designated official.

1.5.4 Where CAA Nepal administrative (enforcement) action following the conclusion of an occurrence investigation report is deemed necessary, such recommendations are forwarded by the relevant inspector to the DGCA for approval in accordance with CAA Nepal Aviation Enforcement Policy and Procedure Manual. In the case of investigation reports issued by Civil Aviation Division, MoCTCA due consideration shall be given to the objective of the investigation set forth in Annex 13.

1.6 MANDATORY REPORTABLE OCCURRENCES

1.6.1 AIRCRAFT FLIGHT OPERATIONS

To be reported by Airlines Operators.

A. Operations of the Aircraft

(1) (a) Risk of collision with an aircraft, terrain or other object or an unsafe situation when avoidance action would have been appropriate.
(b) An avoidance manoeuvre required to avoid a collision with an aircraft, terrain or other object.
(c) An avoidance manoeuvre to avoid other unsafe situations.

(2) Take-off or landing incidents, including precautionary or forced landings. Incidents such as under-shooting, overrunning or running off the side of runways. Take-offs, rejected take-offs, landings or attempted landings on a closed, occupied or incorrect runway. Runway incursions.

(3) Inability to achieve predicted performance during take-off or initial climb.

(4) Critically low fuel quantity or inability to transfer fuel or use total quantity of usable fuel.

(5) Loss of control (including partial or temporary loss of control) from any cause.

(6) Occurrences close to or above V_1 resulting from or producing a hazardous or potentially hazardous situation (e.g. rejected take-off, tail strike, engine power loss etc.).

(7) Go-around producing a hazardous or potentially hazardous situation.

(8) Unintentional significant deviation from airspeed, intended track or altitude. (more than 91 m (300 ft)) from any cause.

(9) Descent below decision height/altitude or minimum descent height/altitude without the required visual reference.

(10) Loss of position awareness relative to actual position or to other aircraft.

(11) Breakdown in communication between flight crew (CRM) or between Flight crew and other parties (cabin crew, ATC, engineering).

(12) Heavy landing - a landing deemed to require a 'heavy landing check'.

(13) Exceedance of fuel imbalance limits.

(14) Incorrect setting of an SSR code or of an altimeter subscale.

(15) Incorrect programming of, or erroneous entries into, equipment used for navigation or performance calculations, or use of incorrect data.

(16) Incorrect receipt or interpretation of radiotelephony messages.

(17) Fuel system malfunctions or defects, which had an effect on fuel supply and/or distribution.

(18) Aircraft unintentionally departing a paved surface.

(19) Collision between an aircraft and any other aircraft, vehicle or other ground object.

(20) Inadvertent and/or incorrect operation of any controls.

(21) Inability to achieve the intended aircraft configuration for any flight phase (e.g. landing gear and doors, flaps, stabilizers, slats etc).

(22) A hazard or potential hazard which arises as a consequence of any deliberate simulation of failure conditions for training, system checks or training purposes.

(23) Abnormal vibration.

(24) Operation of any primary warning system associated with manoeuvring of the aircraft e.g. configuration warning, stall warning (stick shake), over speed warning etc. unless:

(a) The crew conclusively established that the indication was false. Provided that the false warning did not result in difficulty or hazard arising from the crew response to the warning; or

(b) Operated for training or test purposes.

(25) GPWS/TAWS ‘warning’ when:

(a) the aircraft comes into closer proximity to the ground than had been planned or anticipated; or

(b) the warning is experienced in IMC or at night and is established as having been triggered by a high rate of descent (Mode 1); or

(c) the warning results from failure to select landing gear or land flap by the appropriate point on the approach (Mode 4); or

(d) any difficulty or hazard arises or might have arisen as a result of crew response to the 'warning' e.g. possible reduced separation from other traffic. This could include warning of any Mode or Type i.e. genuine, nuisance or false.

(26) GPWS/TAWS 'alert' when any difficulty or hazard arises or might have arisen as a result of crew response to the 'alert'.

(27) ACAS RAs.

(28) Jet or prop blast incidents resulting in significant damage or serious injury.

B. Emergencies

(1) Fire, explosion, smoke or toxic or noxious fumes, even though fires were extinguished.

(2) The use of any non-standard procedure by the flight or cabin crew to deal with an emergency when:

(a) the procedure exists but is not used; or
(b) a procedure does not exist; or
(c) the procedure exists but is incomplete or inappropriate; or
(d) the procedure is incorrect; or
(e) the incorrect procedure is used.

(3) Inadequacy of any procedures designed to be used in an emergency, including when being used for maintenance, training or test purposes.

(4) An event leading to an emergency evacuation.

(5) Depressurization.

(6) The use of any emergency equipment or prescribed emergency procedures in order to deal with a situation.

(7) An event leading to the declaration of an emergency ('Mayday' or 'Pan').

(8) Failure of any emergency system or equipment, including all exit doors and lighting, to perform satisfactorily, including when being used for maintenance, training or test purposes.

(9) Events requiring any emergency use of oxygen by any crew member.

C. Crew Incapacitation

(1) Incapacitation of any member of the flight crew, including that which occurs prior to departure if it is considered that it could have resulted in incapacitation after take-off.

(2) Incapacitation of any member of the cabin crew which renders them unable to perform essential emergency duties.

D. Injury

(1) Occurrences, which have or could have led to significant injury to passengers or crew but which are not considered reportable as an accident.

E. Meteorology

(1) A lightning strike which resulted in damage to the aircraft or loss or malfunction of any essential service.

(2) A hail strike which resulted in damage to the aircraft or loss or malfunction of any essential service.

(3) Severe turbulence encounter – an encounter resulting in injury to occupants or deemed to require a 'turbulence check' of the aircraft.

(4) A windshear encounter.

(5) Icing encounter resulting in handling difficulties, damage to the aircraft or loss or malfunction of any essential service.

F. Security

(1) Unlawful interference with the aircraft including a bomb threat or hijack.

(2) Difficulty in controlling intoxicated, violent or unruly passengers.

(3) Discovery of a stowaway.

G. Other Occurrences

(1) Repetitive instances of a specific type of occurrence which in isolation would not be considered 'reportable' but which due to the frequency at which they arise, form a potential hazard.

(2) A bird strike which resulted in damage to the aircraft or loss or malfunction of any essential service.

(3) Wake turbulence encounters.

(4) Any other occurrence of any type considered to have endangered or which might have endangered the aircraft or its occupants on board the aircraft or on the ground.

1.6.2 AIRCRAFT TECHNICAL

A. Structural

Not all structural failures need to be reported. Engineering judgement is required to decide whether a failure is serious enough to be reported. The following examples can be taken into consideration:

(1) Damage to a Principal Structural Element that has not been qualified as damage tolerant (life limited element). Principal Structural Elements are those which contribute significantly to carrying flight, ground, and pressurisation loads, and whose failure could result in a catastrophic failure of the aircraft. Typical examples of such elements are listed for large aeroplanes in AC/AMC 25.571(a) "damage tolerance and fatigue evaluation of structure", and in the equivalent AMC material for rotorcraft.

(2) Defect or damage exceeding admissible damages to a Principal Structural Element that has been qualified as damage tolerant.

(3) Damage to or defect exceeding allowed tolerances of a structural element which failure could reduce the structural stiffness to such an extent that the required flutter, divergence or control reversal margins are no longer achieved.

(4) Damage to or defect of a structural element, which could result in the liberation of items of mass that may injure occupants of the aircraft.

(5) Damage to or defect of a structural element, which could jeopardise proper

operation of systems. See paragraph II.B. below.

(6) Loss of any part of the aircraft structure in flight.

B. Systems

The following generic criteria applicable to all systems are proposed:

(1) Loss; significant malfunction or defect of any system, subsystem or set of equipment when standard operating procedures, drills etc. could not be satisfactorily accomplished.

(2) Inability of the crew to control the system, e.g.:

(a) uncommanded actions;

(b) incorrect and or incomplete response, including limitation of movement or stiffness;

(c) runaway;

(d) mechanical disconnection or failure.

(3) Failure or malfunction of the exclusive function(s) of the system (one system could integrate several functions).

(4) Interference within or between systems.

(5) Failure or malfunction of the protection device or emergency system associated with the system.

(6) Loss of redundancy of the system.

(7) Any occurrence resulting from unforeseen behaviour of a system.

(8) For aircraft types with single main systems, subsystems or sets of equipment: Loss, significant malfunction or defect in any main system, subsystem or set of equipment.

(9) For aircraft types with multiple independent main systems, subsystems or sets of equipment: The loss, significant malfunction or defect of more than one main system, subsystem or set of equipment

(10) Operation of any primary warning system associated with aircraft systems or

equipment unless the crew conclusively established that the indication was false provided that the false warning did not result in difficulty or hazard arising from the crew response to the warning.

(11) Leakage of hydraulic fluids, fuel, oil or other fluids which resulted in a fire hazard or possible hazardous contamination of aircraft structure, systems or equipment, or risk to occupants.

(12) Malfunction or defect of any indication system when this results in the possibility of misleading indications to the crew.

(13) Any failure, malfunction or defect if it occurs at a critical phase of flight and relevant to the operation of that system.

(14) Occurrences of significant shortfall of the actual performances compared to the approved performance which resulted in a hazardous situation (taking into account the accuracy of the performance calculation method) including braking action, fuel consumption etc.

(15) Asymmetry of flight controls; e.g. flaps, slats, spoilers etc.

C. Propulsion (including Engines, Propellers and Rotor Systems) and APUs

(1) Flameout, shutdown or malfunction of any engine.

(2) Overspeed or inability to control the speed of any high speed rotating component (for example: Auxiliary power unit, air starter, air cycle machine, air turbine motor, propeller or rotor).

(3) Failure or malfunction of any part of an engine or powerplant resulting in any one or more of the following:

(e) non containment of components/debris;

(f) uncontrolled internal or external fire, or hot gas breakout;

(g) thrust in a different direction from that demanded by the pilot;

(h) thrust reversing system failing to operate or operating inadvertently;

(i) inability to control power, thrust or rpm;

(j) failure of the engine mount structure;

(k) partial or complete loss of a major part of the powerplant;

(l) Dense visible fumes or concentrations of toxic products sufficient to incapacitate crew or passengers;

(m) inability, by use of normal procedures, to shutdown an engine;

(n) inability to restart a serviceable engine.

(4) An uncommanded thrust/power loss, change or oscillation which is classified as a loss of thrust or power control (LOTC).

(o) for a single engine aircraft; or

(p) where it is considered excessive for the application, or

(q) where this could affect more than one engine in a multi-engine aircraft, particularly in the case of a twin engine aircraft; or

(r) for a multi engine aircraft where the same, or similar, engine type is used in an application where the event would be considered hazardous or critical.

(4) Any defect in a life controlled part causing retirement before completion of its full life.

(5) Defects of common origin which could cause an in flight shut down rate so high that there is the possibility of more than one engine being shut down on the same flight.

(6) An engine limiter or control device failing to operate when required or operating inadvertently.

(7) exceedance of engine parameters.

(8) FOD resulting in damage.

Propellers and -transmission

(9) Failure or malfunction of any part of a propeller or powerplant resulting in any one or more of the following:

(a) an overspeed of the propeller;

(b) the development of excessive drag;

(c) a thrust in the opposite direction to that commanded by the pilot;

(d) a release of the propeller or any major portion of the propeller;

(e) a failure that results in excessive unbalance;

(f) the unintended movement of the propeller blades below the established minimum in-flight low-pitch position;

(g) an inability to feather the propeller;

(h) an inability to command a change in propeller pitch;

(i) an uncommanded change in pitch;

(j) an uncontrollable torque or speed fluctuation;

(k) The release of low energy parts.

Rotors and -transmission

(10) Damage or defect of main rotor gearbox / attachment which could lead to in flight separation of the rotor assembly, and /or malfunctions of the rotor control.

(11) Damage to tail rotor, transmission and equivalent systems.

APUs

(12) Shut down or failure when the APU is required to be available by operational requirements, e.g. ETOPS, MEL.

(13) Inability to shut down the APU.

(14) Overspeed.

(15) Inability to start the APU when needed for operational reasons.

D. Human Factors

(1) Any incident where any feature or inadequacy of the aircraft design could have led to an error of use that could contribute to a hazardous or catastrophic effect.

E. Other Occurrences

(1) Any incident where any feature or inadequacy of the aircraft design could have led to an error of use that could contribute to a hazardous or catastrophic effect.

(2) An occurrence not normally considered as reportable (for example, furnishing and cabin equipment, water systems), where the circumstances resulted in endangering of the aircraft or its occupants.

(3) A fire, explosion, smoke or toxic or noxious fumes.

(4) Any other event which could hazard the aircraft, or affect the safety of the occupants of the aircraft, or people or property in the vicinity of the aircraft or on the ground.

(5) Failure or defect of passenger address system resulting in loss or inaudible passenger address system.

(6) Loss of pilots seat control during flight.

1.6.3 AIRCRAFT MAINTENANCE AND REPAIR

A. Incorrect assembly of parts or components of the aircraft found during an inspection or test procedure not intended for that specific purpose.

B. Hot bleed air leak resulting in structural damage.

C. Any defect in a life controlled part causing retirement before completion of its full life.

D. Any damage or deterioration (i.e. fractures, cracks, corrosion, delamination, disbonding etc) resulting from any cause (such as flutter, loss of stiffness or structural failure) to:

(1) primary structure or a principal structural element (as defined in the manufacturers' Repair Manual) where such damage or deterioration exceeds allowable limits specified in the Repair Manual and requires a repair or complete or partial replacement of the element;

(2) secondary structure which consequently has or may have endangered the aircraft;

(3) the engine, propeller or rotorcraft rotor system.

E. Any failure, malfunction or defect of any system or equipment, or damage or deterioration found as a result of compliance with an Airworthiness Directive or other mandatory instruction issued by a Regulatory Authority, when:

(1) it is detected for the first time by the reporting organisation implementing compliance;

(2) on any subsequent compliance where it exceeds the permissible limits quoted in the instruction and/or published repair/rectification procedures are not available.

F. Failure of any emergency system or equipment, including all exit doors and lighting, to perform satisfactorily, including when being used for maintenance or test purposes.

G. Non compliance or significant errors in compliance with required maintenance procedures.

H. Products, parts, appliances and materials of unknown or suspect origin.

I. Misleading, incorrect or insufficient maintenance data or procedures that could lead to maintenance errors.

J. Failure, malfunction or defect of ground equipment used for test or checking of aircraft systems and equipment when the required routine inspection and test procedures did not clearly identify the problem when this results in a hazardous situation.

1.6.4 AIR NAVIGATION SERVICES AND FACILITIES

To be reported by ANSP Personnel.

A. Air Navigation Services

Any ANS/CNS-related equipment or system failure/defect/malfunction/damage discovered during operation or equipment maintenance causing CNS breakdown which could possibly lead to an aircraft operational accident or serious incident;

- Collision, near collision or potential for collision
- Aircraft near CFIT;
- Significant level bust incidents;
- Loss of separation incidents;
- Runway incursion (involving ATC communication);
- Runway excursion/overshoot (involving ATC communication);
- Failure in providing appropriate ATC clearance or sequencing resulting in an aircraft accident or incident
- Aircraft deviation from published ATM procedure
- Unauthorized penetration of airspace
- Failure of Data Processing and Distribution function,

- Deviation from aircraft ATM-related equipment carriage and operations, as mandated in applicable regulation(s).
- Go around or missed approach producing a hazardous or potentially hazardous situation.
- Any other ANS-related deficiency/defect/malfunction as reported to (and verified by) the ANS provider and which is deemed to have an impact on the safety of air navigation;
- Significant deterioration of aerodrome infrastructure;
- Any other incidents or occurrences deemed by the CAAN as reportable under the mandatory reporting system.

- Incorrect pressure reference data (i.e. altimeter setting).
- Incorrect transmission, receipt or interpretation of significant messages when this results in a hazardous situation.
- Unlawful radio communication transmission.
- Failure of ANS ground or satellite facilities.
- Aerodrome movement areas obstructed by aircraft, vehicles, animals or foreign objects, resulting in a hazardous or potentially hazardous situation.
- Errors or inadequacies in marking of obstructions or hazards on aerodrome movement areas resulting in a hazardous situation.
- Failure, significant malfunction or unavailability of airfield lighting.

B. Aerodrome, Aerodrome Facilities and Ground Facilities

To be reported by Aerodrome Personnel

Aircraft and Obstacle related occurrences

- A collision or near collision, on the ground or in the air, between an aircraft and another aircraft, terrain or obstacle.
- Wildlife strike including bird strike.
- Taxiway or runway excursion.
- Actual or potential taxiway or runway incursion.
- Final Approach and Take-off Area (FATO) incursion or excursion.
- Aircraft or vehicle failure to follow clearance, instruction or restriction while operating on the movement area of an aerodrome (for example: wrong runway, taxiway or restricted part of an aerodrome).
- Foreign object on the aerodrome movement area which has or could have endangered the aircraft, its occupants or any other person.
- Presence of obstacles on the aerodrome or in the vicinity of the aerodrome which are not published in the AIP (Aeronautical Information Publication) or by NOTAM (Notice to Airmen) and/or that are not marked

or lighted properly.

- Push-back, power-back or taxi interference by vehicle, equipment or person.
- Passengers or unauthorised person left unsupervised on apron.
- Jet blast, rotor down wash propeller blast effect.
- Declaration of an emergency ('Mayday' or 'PAN' call).

Degradation or total loss of services or functions

- Loss or failure of communication between:
  - aerodrome, vehicle or other ground personnel and air traffic services unit or apron management service unit;
  - apron management service unit and aircraft, vehicle or air traffic services unit.
- Significant failure, malfunction or defect of aerodrome equipment or system which has or could have endangered the aircraft or its occupants.
- Significant deficiencies in aerodrome lighting, marking or signs.
- Failure of the aerodrome emergency alerting system.
- Rescue and firefighting services not available according to applicable requirements.

Ground handling specific occurrences

- Incorrect handling or loading of passengers, baggage, mail or cargo, likely to have a significant effect on aircraft mass and/or balance (including significant errors in loadsheet calculations).
- Boarding equipment removed leading to endangerment of aircraft occupants.
- Incorrect stowage or securing of baggage, mail or cargo likely in any way to endanger the aircraft, its equipment or occupants or to impede emergency evacuation.
- Transport, attempted transport or handling of dangerous goods which resulted or could have resulted in the safety of the operation being endangered or led to an unsafe condition (for example: dangerous goods incident or accident as defined in the ICAO Technical Instructions (1)).

- Non-compliance on baggage or passenger reconciliation.
- Non-compliance with required aircraft ground handling and servicing procedures, especially in de-icing, refuelling or loading procedures, including incorrect positioning or removal of equipment.
- Significant spillage during fuelling operations.
- Loading of incorrect fuel quantities likely to have a significant effect on aircraft endurance, performance, balance or structural strength.
- Loading of contaminated or incorrect type of fuel or other essential fluids (including oxygen, nitrogen, oil and potable water).
- Failure, malfunction or defect of ground equipment used for ground handling, resulting into damage or potential damage to the aircraft (for example: tow bar or GPU (Ground Power Unit)).
- Missing, incorrect or inadequate de-icing/anti-icing treatment.
- Damage to aircraft by ground handling equipment or vehicles including previously unreported damage.
- Any occurrence where the human performance has directly contributed to or could have contributed to an accident or a serious incident.

Other occurrences

- Fire, smoke, explosions in aerodrome facilities, vicinities and equipment which has or could have endangered the aircraft, its occupants or any other person.
- Aerodrome security related occurrences (for example: unlawful entry, sabotage, bomb threat).
- Absence of reporting of a significant change in aerodrome operating conditions which has or could have endangered the aircraft, its occupants or any other person.
- Missing, incorrect or inadequate de-icing/anti-icing treatment.
- Significant spillage during fuelling operations.
- Loading of contaminated or incorrect type of fuel or other essential fluids (including oxygen, nitrogen, oil and potable water).
- Failure to handle poor runway surface conditions.
- Any occurrence where the human performance has directly contributed to

or could have contributed to an accident or a serious incident.

C. Passenger Handling, Baggage and Cargo

To be reported by ground personnel

- Significant contamination of aircraft structure, or systems and equipment arising from the carriage of baggage or cargo.
- Incorrect loading of passengers, baggage or cargo, likely to have a significant effect on aircraft mass and/or balance.
- Incorrect stowage of baggage or cargo (including hand baggage) likely in any way to hazard the aircraft, its equipment or occupants or to impede emergency evacuation.
- Inadequate stowage of cargo containers or other substantial items of cargo.
  - Dangerous goods incidents reporting: see operating rules.

D. Aircraft Ground Handling and Servicing

- Failure, malfunction or defect of ground equipment used for test or checking of aircraft systems and equipment when the required routine inspection and test procedures did not clearly identify the problem when this results in a hazardous situation.
-
- Non compliance or significant errors in compliance with required servicing procedures.
-
- Loading of contaminated or incorrect type of fuel or other essential fluids (including oxygen and potable water).

1.6.5 Reportable occurrences to specific systems

The following subparagraphs give examples of reportable occurrences resulting from the application of the generic criteria to specific systems listed in paragraph 10.g. II.B of this AMC.

1. Air conditioning/ventilation

(a) complete loss of avionics cooling

(b) depressurisation

2. Auto flight system

(a) failure of the autoflight system to achieve the intended operation while engaged

(b) significant reported crew difficulty to control the aircraft linked to autoflight system functioning

(c) failure of any autoflight system disconnect device

(d) Uncommanded autoflight mode change

3. Communications

(a) failure or defect of passenger address system resulting in loss or inaudible passenger address

(b) total loss of communication in flight

4. Electrical system

(a) loss of one electrical system distribution system (AC or DC)

(b) total loss or loss or more than one electrical generation system

(c) failure of the backup (emergency) electrical generating system

5. Cockpit/Cabin/Cargo

(a) pilot seat control loss during flight

(b) failure of any emergency system or equipment, including emergency evacuation signalling system , all exit doors , emergency lighting, etc

(c) loss of retention capability of the cargo loading system

6. Fire protection system

(a) fire warnings, except those immediately confirmed as false

(b) undetected failure or defect of fire/smoke detection/protection system, which could lead to loss or reduced fire detection/protection

(c) absence of warning in case of actual fire or smoke

7. Flight controls

(a) Asymmetry of flaps, slats, spoilers etc.

(b) limitation of movement, stiffness or poor or delayed response in the operation of primary flight control systems or their associated tab and lock systems

(c) flight control surface run away

(d) flight control surface vibration felt by the crew

(e) mechanical flight control disconnection or failure

(f) significant interference with normal control of the aircraft or degradation of flying qualities

8. Fuel system

(a) fuel quantity indicating system malfunction resulting in total loss or erroneous indicated fuel quantity on board

(b) leakage of fuel which resulted in major loss, fire hazard , significant contamination

(c) malfunction or defects of the fuel jettisoning system which resulted in inadvertent loss of significant quantity, fire hazard, hazardous contamination of aircraft equipment or inability to jettison fuel

(d) fuel system malfunctions or defects which had a significant effect on fuel supply and/or distribution

(e) inability to transfer or use total quantity of usable fuel

9. Hydraulics

(a) loss of one hydraulic system (ETOPS only)

(b) failure of the isolation system to operate

(c) loss of more than one hydraulic circuits

(d) failure of the backup hydraulic system

(e) inadvertent Ram Air Turbine extension

10. Ice detection/protection system

(a) undetected loss or reduced performance of the anti-ice/de-ice system

(b) loss of more than one of the probe heating systems

(c) inability to obtain symmetrical wing de icing

(d) abnormal ice accumulation leading to significant effects on performance or handling qualities

(e) crew vision significantly affected

11. Indicating/warning/recording systems

(a) malfunction or defect of any indicating system when the possibility of significant misleading indications to the crew could result in an inappropriate crew action on an essential system

(b) loss of a red warning function on a system

(c) for glass cockpits: loss or malfunction of more than one display unit or computer involved in the display/warning function

12. Landing gear system /brakes/tyres

(a) brake fire

(b) significant loss of braking action

(c) unsymmetrical braking leading to significant path deviation

(d) failure of the L/G free fall extension system (including during scheduled tests)

(e) unwanted gear or gear doors extension/retraction

(f) multiple tyres burst

13. Navigation systems (including precision approaches system) and air data systems

(a) total loss or multiple navigation equipment failures

(b) total failure or multiple air data system equipment failures

(c) significant misleading indication

(d) Significant navigation errors attributed to incorrect data or a database coding error

(e) Unexpected deviations in lateral or vertical path not caused by pilot input.

(f) Problems with ground navigational facilities leading to significant navigation errors not associated with transitions from inertial navigation mode to radio navigation mode.

14. Oxygen

(a) for pressurised aircraft: loss of oxygen supply in the cockpit

(b) loss of oxygen supply to a significant number of passengers (more than 10%), including when found during maintenance or training or test purposes

15. Bleed air system

(a) hot bleed air leak resulting in fire warning or structural damage

(b) loss of all bleed air systems

(c) failure of bleed air leak detection system.

2. PART B – VOLUNTARY INFORMATION REPORTING PROCEDURE

Voluntary safety information reporting procedure encompasses voluntary information that are not captured by MOR. This procedure pertains to reporting of any occurrences or hazards by relevant stakeholders voluntarily. Such stakeholders encompass certificated/approved aviation organizations, independent licensed/authorized personnel (e.g. pilots, cabin crew members, air traffic controllers, maintenance personnel) and the general public.

OBJECTIVE OF VIRS

The key objective of CAA Nepal voluntary safety reporting system is to enhance aviation safety through the collection of reports on actual or potential safety deficiencies that would otherwise not be reported through other channels. Such reports may involve occurrences, hazards or threats relevant to aviation safety. This system does not eliminate the need for mandatory reporting of aircraft accidents and incidents to the relevant authorities under the existing aviation regulations. Reporters are encouraged to make use of their organization's internal SMS voluntary reporting system where applicable, unless they have no access to such a system or the incident or hazard is deemed beyond the scope of their organization's purview.

The VIRS is a voluntary, non-punitive, confidential reporting system established by the civil aviation authority of Nepal (CAAN). It provides a channel for the voluntary reporting of aviation occurrences or hazards while protecting the reporter's identity if so requested.

SCOPE OF VIRS

The VIRS covers areas such as:

a) Flight operations:

   i) departure/en route/approach and landing;
   ii) aircraft cabin operations;
   iii) air proximity events;
   iv) weight and balance and performance.

b) Aerodrome operations:

   i) aircraft ground operations;

ii) movement on the aerodrome;
iii) fuelling operations;
iv) aerodrome conditions or services;
v) cargo loading.

c) Air traffic management:

i) ATC operations;
ii) ATC equipment and navigation aids;
iii) crew and ATC communications.

d) Aircraft maintenance:

i) aircraft/engine/component maintenance and repair activities.

e) Design and manufacturing:

i) aircraft/engines/components design or production activities.

f) Approved training organizations:

i) training activities involving flight operations.

g) Miscellaneous:

i) passenger handling operations related to safety;
ii) any other safety concern which might have direct impact to aircraft operations safety.

WHO CAN MAKE A VOLUNTARY REPORT

If you belong to any of these groups, you can contribute to aviation safety enhancement through the VIRS by reporting on occurrences, hazards or threats in the aviation system:

a) flight and cabin crew members;

b) air traffic controllers;

c) licensed aircraft engineers, technicians or mechanics;

d) employees of maintenance, design and manufacturing organizations;

e) aerodrome ground handling operators;

f) aerodrome employees;

g) Training Organization personnels/ employees
h) other aviation personnel;
h) general public.

WHEN TO MAKE VOLUNTARY REPORT

You should make a report when:

a) you wish for others to learn and benefit from the occurrence or hazard report, but are concerned about protecting your identity;

b) you should not follow any specified format or form for reporting; you can report at any format or form.

Note: Voluntary reports can be sent at any of the addresses mentioned in Appendix 4 or through VIRS reporting mecahanism provisioned in CAAN's official website: https://caanepal.gov.np/VIRS-FEEDBACK-FORM

HOW THE REPORTS ARE PROCESSED BY CAA

I. The VIRS pays particular attention to the need to protect the reporter's identity when processing all reports. Every report will be read and validated by the designated official at department or division. The official may contact the reporter to make sure he/she understands the nature and circumstances of the occurrence/hazard reported and/or to obtain the necessary additional information and clarification.

II. Acknowledgement will be done within 24 hours of the report received.

III. When the official is satisfied that the information obtained is complete and coherent, he/she will de-identify the information and enter the data into the departmental specified hazard/occurrence log database (incase of VIR received by SMD, such reports shall be forwarded to respective department with or without de-identification of source as soon as possible). Should there be a need to seek inputs from any third party, only the de-identified data will be used.

IV. The designated official with the help of other, if required, determine the priority of hazard (high/medium/low) or category of occurrence (accident/serious incident/incident) and follow the actions to mitigate the risks.

V. For every report, feedback (action taken or not taken upon the report) shall be given to reporter if returning address/means is available. The official shall endeavour to complete the processing of report within ten (10) working days and feedback shall be given to reporter. In cases, if the official needs additional information and needs to discuss with the reporter

or consult a third party, more time may be needed.

VI. In case of report received by SMD and forwarded to the safety departments (as per section III), concerned department shall report the action taken to SMD and SMD shall provide the feedback to reporter.

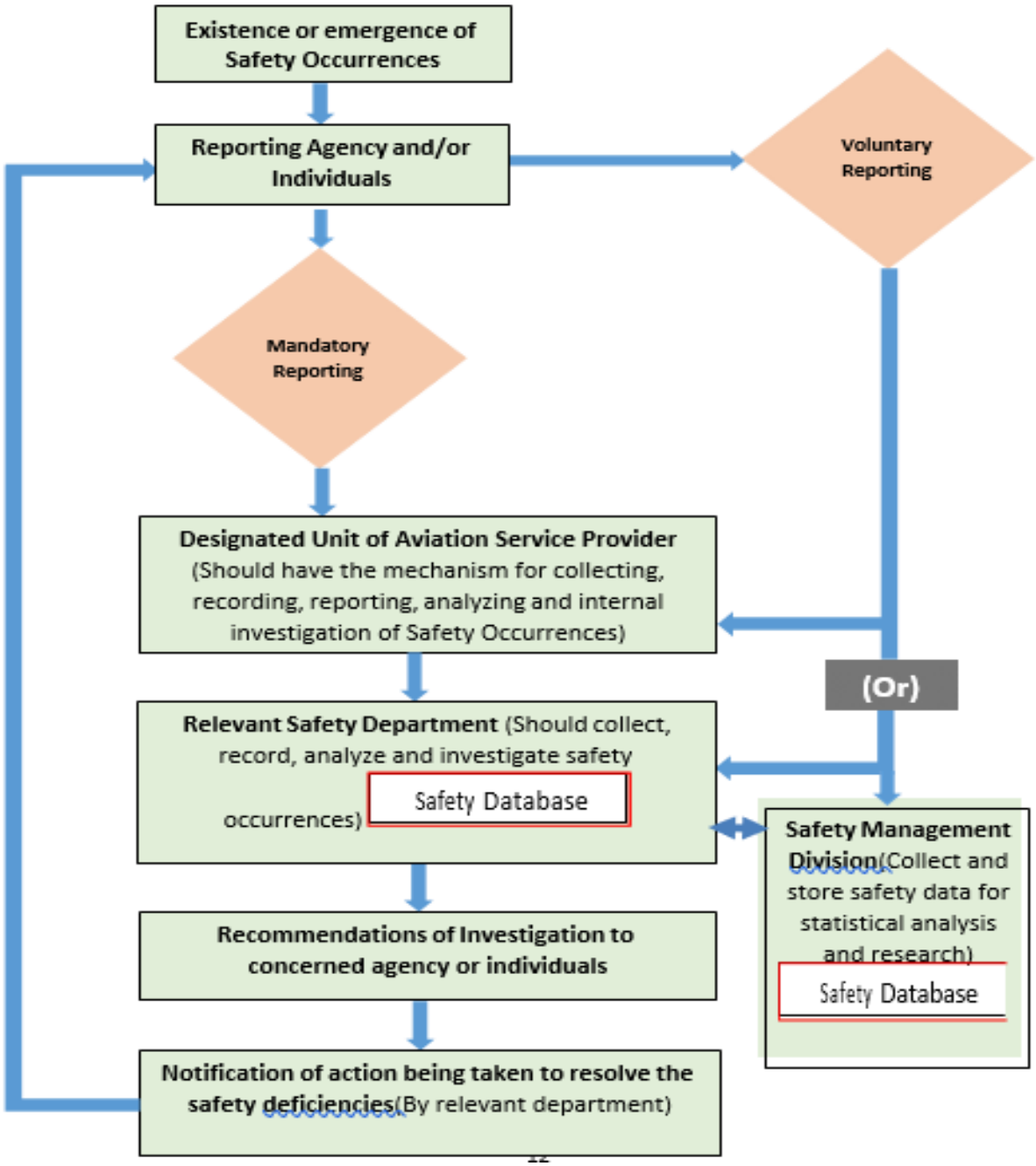
VII. If the designated official is away from his/her office for a prolonged period, the alternate official will process the report. Reporters can rest assured that every VIRS report will be read and followed through by either the designated official.

Feedback to the aviation community

I. Relevant de-identified reports and extracts may be shared with the aviation community through periodic publication or in different forums/platforms so that all can learn from the experiences. Relevant authorities and parties can also review their policy and plan for improvements.

II. If the content of a VIRS report suggests a situation or condition that poses an immediate or urgent threat to aviation safety, the report will be immediately handled with priority and referred, after de-identification, to the relevant organizations as soon as possible to enable them to take the necessary safety actions.

APPENDIX 1 – SAFETY REPORTING FLOWCHART



APPENDIX 2 – MANDATORY OCCURRENCE REPORTING FORMS

Civil Aviation Authority of Nepal

Air Traffic Incident Report Form

(To be filled by Pilot or ATC on behalf of Pilot)

AIR TRAFFIC INCIDENT REPORT FORM

For use when submitting and receiving reports on air traffic incidents. In an initial report by radio, shaded items should be included.

A — AIRCRAFT IDENTIFICATION	**B — TYPE OF INCIDENT**
	AIRPROX / PROCEDURE / FACILITY*

C — THE INCIDENT

1. General

a) Date / time of incident UTC

b) Position

2. Own aircraft

a) Heading and route

b) True airspeed _____ measured in ( ) kt _____ ( ) km/h _____

c) Level and altimeter setting

d) Aircraft climbing or descending

( ) Level flight ( ) Climbing ( ) Descending

e) Aircraft bank angle

( ) Wings level ( ) Slight bank ( ) Moderate bank

( ) Steep bank ( ) Inverted ( ) Unknown

f) Aircraft direction of bank

( ) Left ( ) Right ( ) Unknown

g) Restrictions to visibility (select as many as required)

( ) Sunglare ( ) Windscreen pillar ( ) Dirty windscreen

( ) Other cockpit structure ( ) None

h) Use of aircraft lighting (select as many as required)

( ) Navigation lights ( ) Strobe lights ( ) Cabin lights

( ) Red anti-collision lights ( ) Landing / taxi lights ( ) Logo (tail fin) lights

( ) Other ( ) None

i) Traffic avoidance advice issued by ATS

( ) Yes, based on radar ( ) Yes, based on visual sighting ( ) Yes, based on other information

( ) No

j) Traffic information issued

( ) Yes, based on radar ( ) Yes, based on visual sighting ( ) Yes, based on other information

( ) No

k) Airborne collision avoidance system — ACAS

( ) Not carried ( ) Type ( ) Traffic advisory issued

( ) Resolution advisory issued ( ) Traffic advisory or resolution advisory not issued

l) Radar identification

( ) No radar available ( ) Radar identification ( ) No radar identification

m) Other aircraft sighted

( ) Yes ( ) No ( ) Wrong aircraft sighted

n)	Avoiding action taken				
	( ) Yes	( ) No			
o)	Type of flight plan	IFR / VFR / none*			
3.	**Other aircraft**				
a)	Type and call sign / registration (if known)				
b)	If a) above not known, describe below				
	( ) High wing	( ) Mid wing	( ) Low wing		
	( ) Rotorcraft				
	( ) 1 engine	( ) 2 engines	( ) 3 engines		
	( ) 4 engines	( ) More than 4 engines			
	Marking, colour or other available details				
c)	Aircraft climbing or descending				
	( ) Level flight	( ) Climbing	( ) Descending		
	( ) Unknown				
d)	Aircraft bank angle				
	( ) Wings level	( ) Slight bank	( ) Moderate bank		
	( ) Steep bank	( ) Inverted	( ) Unknown		
e)	Aircraft direction of bank				
	( ) Left	( ) Right	( ) Unknown		
f)	Lights displayed				
	( ) Navigation lights	( ) Strobe lights	( ) Cabin lights		
	( ) Red anti-collision lights	( ) Landing / taxi lights	( ) Logo (tail fin) lights		
	( ) Other	( ) None	( ) Unknown		
g)	Traffic avoidance advice issued by ATS				
	( ) Yes, based on radar	( ) Yes, based on visual sighting	( ) Yes, based on other information		
	( ) No	( ) Unknown			
h)	Traffic information issued				
	( ) Yes, based on radar	( ) Yes, based on visual sighting	( ) Yes, based on other information		
	( ) No	( ) Unknown			
i)	Avoiding action taken				
	( ) Yes	( ) No	( ) Unknown		

*Delete as appropriate

4. Distance

a) Closest horizontal distance

b) Closest vertical distance

5. Flight weather conditions

a) IMC / VMC*

b) Above / below* clouds / fog / haze or between layers*

c) Distance vertically from cloud _____ m / ft* below _____ m / ft* above

d) In cloud / rain / snow / sleet / fog / haze*

e) Flying into / out of* sun

f) Flight visibility _____ m / km*

6. Any other information considered important by the pilot-in-command

D — MISCELLANEOUS

1. Information regarding reporting aircraft

a) Aircraft registration

b) Aircraft type

c) Operator

d) Aerodrome of departure

e) Aerodrome of first landing _____ destination

f) Reported by radio or other means to _____ (name of ATS unit) at time UTC

g) Date / time / place of completion of form

2. Function, address and signature of person submitting report

a) Function

b) Address

c) Signature

d) Telephone number

3. Function and signature of person receiving report

a) Function _____ b) Signature _____

*Delete as appropriate

E — SUPPLEMENTARY INFORMATION BY ATS UNIT CONCERNED

1. **Receipt of report**

   a) Report received via AFTN / radio / telephone / other (specify)* _____

   b) Report received by _____ (name of ATS unit)

2. **Details of ATS action**

   Clearance, incident seen (radar/visually, warning given, result of local enquiry, etc.)

   _____

   _____

   _____

   _____

   _____

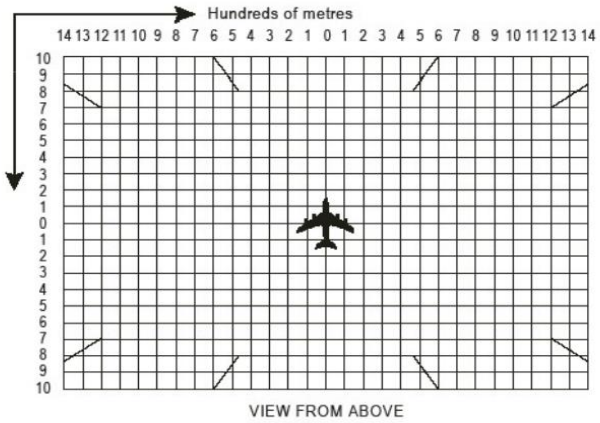
   _____

   _____

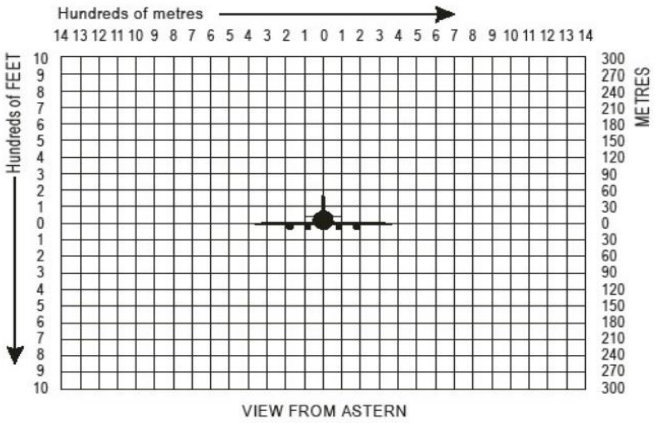
   _____

DIAGRAMS OF AIRPROX

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. Include first sighting and passing distance.



VIEW FROM ABOVE



VIEW FROM ASTERN

*Delete as appropriate

Instructions for completion of the Air Traffic Incident Report Form	
Item	
A	Aircraft identification of the aircraft filing the report.
B	An AIRPROX report should be filed immediately by radio.
C1	Date / time UTC and position in bearing and distance from a navigation aid or in LAT / LONG.
C2	Information regarding aircraft filing the report, tick as necessary.
C2 c)	E.g. FL 350 / 1013 HPA or 2500 FT / QNH 1 007 HPA or 1200 FT / QFE 998 HPA.
C3	Information regarding the other aircraft involved.
C4	Passing distance - state units used.
C6	Attach additional papers as required. The diagrams may be used to show aircraft's positions.
D1 f)	State name of ATS unit and date / time in UTC.
D1 g)	Date and time in UTC.
E2	Include details of ATS unit such as service provided, radiotelephony frequency, SSR Codes assigned and altimeter setting. Use diagram to show the aircraft's position and attach additional papers as required.

Civil Aviation Authority of Nepal

Operator's Incident Report Form

(To be filled by Airline Operator and its technical personnel)

AIRCRAFT TYPE & SERIES		REGISTRATION	DATE (dd/mm/yyyy)	TIME OF EVENT UTC				DAY ☐ NIGHT ☐ TWILIGHT ☐
OPERATOR		LOCATION/POSITION						
FLIGHT NO.	ROUTE FROM	ROUTE TO	FL☐ALT/HT (ft)☐	IAS (kt)	IFR ☐ VFR ☐	TCAS RA YES☐NO☐		ETOPS YES☐NO☐
NATURE OF FLIGHT				FLIGHT PHASE				

ENVIRONMENTAL DETAILS									
WIND		CLOUD		PRECIPITATION	OTHE METEOROLOGICAL CONDITIONS			RUNWAY STATE	
DIR.	SPEED (kt)	TYPE	HT (ft)		VISIBILITY	ICING	TURBULENCE	OAT (°C)	
					km☐ m☐				CATEGORY

BRIEF TITLE	
DESCRIPTION OF OCCURRENCE	
Any procedures, manuals, publications (AIC, AD, SB etc.)directly relevant to occurrence and (where appropriate)compliance state of aircraft, equipment or documentation.	

GROUND STAFF REPORT				
A/C CONSTRUCTOR'S NO.	ENGINE TYPE/SERIES	ETOPS APPROVED	GROUND PHASE	MANITENANCE ORGANIZATION
		YES ☐ NO ☐	MAINTENANCE ☐ GROUND HANDLING ☐ UNATTENDED☐	TEL.
COMPONENT/PART	MANUFACTURER	PART NO.	SERIAL NO.	
REFERENCES: e.g. MANUAL		COMPONENT OVERHAUL OR REPAIR ORGANIZATION		
ORGANIZATION AND APPROVAL REFERENCE	NAME	POSITION		
SIGNATURE		DATE (dd/mm/yyyy)		

If report is voluntary(i.e. not subject to mandatory requirements) can the information be published in the interests of safety?	YES ☐ NO ☐	Address and tel. no. (if reporter wishes to be contacted privately)	NOTE 1:If additional information, as below, is available, please provide. NOTE 2:If the occurrence is related to a design or manufacturing deficiency, the manufacturer should also be advised promptly. NOTE 3:Where applicable, a report of this incident should be forwarded directly to other agencies involved, e.g. Aerodrome Authority, ATC agency.

REPORTING ORGANIZATION REPORT
(ORGANIZATION COMMENTS- ASSESSMENT/ACTION TAKEN/SUGGESTIONS TO PREVENT)

(Use additional sheet if necessary.)

UTILIZATION- AIRCRAFT				UTILIZATION- ENGINE/COMPONENT				MANUFACTURER ADVISED
	TOTAL	SINCE OVERHAUL/ REPAIR	SINCE INSPECTION		TOTAL	SINCE OVERHAUL/ REPAIR	SINCE INSPECTION	
HOURS				HOURS				
CYCLES				CYCLES				
LANDINGS				LANDINGS				
REPORTING ORGANIZATION E-MAIL:			TEL. FAX.	REPORTER'S REF	RPORT	REPORTE'S INVESTIGATION		FDR DATA RETAINED
					NEW ☐ SUPPL☐	NIL ☐ CLOSED ☐ OPEN ☐		YES ☐ NO ☐
NAME			POSITION			TEL.		
E-MAIL			SIGNATURE			DATE (dd/mm/yyyy)		

Civil Aviation authority of Nepal

ATS Incident Report Form

(to be filled by ATS personnel)

CATEGORIES OF OCCURRENCE

1 Accident ☐ Serious Incident ☐ Incident ☐

2 Occurrence Position	3 FL ☐ ALT/HT ☐	4 Date (dd/mm/yyyy)	5 Time - UTC (HH:MM)	6 Day ☐ Night ☐

OPERATOR	CALLSIGN/ REGN	TYPE	FROM	TO	SSR CODE	MODE C DISPLAYED	IFR/VFR/SVFR
7	8	9	10	11	12	13 ☐YES ☐NO	14
15	16	17	18	19	20	21 ☐YES ☐NO	22
23	24	25	26	27	28	29 ☐YES ☐NO	30

31 RTF Frequencies	32 Radar Equipment	33 Equipment unserviceability	34 QNH	35 Runway in use

36 Class & Type of Airspace	37 ATS PROVIDED	38 SID/STAR/ROUTE

39 Was prescribed separation lost?	40 Min. Separation Horizontal ..... nm Vertical ..... ft	41 Alert Activation Collision☐ CA ☐ TCAS ☐ STCA ☐	42 Traffic info given by ATC? ☐YES ☐NO	43 Avoiding action given by ATC? ☐YES ☐NO

44 BRIEF TITLE
Summary

45 NARRATIVE -use a diagram if necessary (Include NOTAM if necessary.)

(Use additional sheet if necessary.)

46 Name	47 On duty as	48 ATS Unit	49 Time since last break	50 Start time of shift (UTC)	51 Radar recordings held ☐YES ☐NO

52 RTF recordings held ☐YES ☐NO	53 List other agencies advised	54 Signature	55 Date (dd/mm/yyyy) .....

56 Address .....
..... Telephone .....

Civil Aviation Authority of Nepal

Aerodrome Operator Report Form

(To be filled by Aerodrome operator, Aerodrome personnel, Aerodrome Safety Personnel)

1. CATEGORIES OF OCCURRENCE

ACCID☐ INCID ☐HAZARD☐ RWY INCURSION☐RWY EXCURSION ☐

2. Name of Operator	3. Aircraft Registration	4. Aircraft Type
5. Airport Name	6. Date of Occurrence (dd/mm/yyyy)	7. Time of Occurrence (UTC) ..... ☐Dawn☐Dusk ☐Day ☐Night

8. Phase of Flight
☐Parked ☐Taxi ☐Take-off Run ☐Landing Roll

10. Speed
☐High ☐Medium ☐Normal ☐Slow ☐Rest

9. Location at the airport
☐Runway ☐Taxiway ☐Apron ☐RWY Strip ☐Fence ☐Other (specify)

11. Aircraft Parts' Struck or Damaged

	Struck	Damaged		Struck	Damaged
A. Windshield	☐	☐	H. Wing/Rotor	☐	☐
B. Nose	☐	☐	I. Fuselage	☐	☐
C. Engine No. 1	☐	☐	J. Landing Gear	☐	☐
D. Engine No. 2	☐	☐	K. Tail	☐	☐
E. Engine No. 3	☐	☐	L. Lights	☐	☐
F. Engine No. 4	☐	☐	M. Other:	☐	☐
G. Propeller	☐	☐	(Specify)		

Effect on Flight
☐None
☐Aborted Take-off
☐Precautionary Landing
☐Engine Shut Down
☐Other: (Specify)

12. Precipitation
☐Fog ☐Snow ☐Rain ☐None

13. Other damages or injuries to:
☐Other aircraft ☐Infrastructures ☐Vehicles ☐People ☐Equipment

14. Witness information, if any
(Name, address, telephone, etc.)

15. Detail Information *(Describe about Occurrence, damage, injuries and other pertinent information)*

(Use additional sheet if necessary.)

16. Reported by	17. Title, Office	18. Date

Civil Aviation Authority of Nepal

Air Traffic Safety Engineering Incident Report Form

(To be filled by ATSEP)

1 Categories of Occurrence ACCID☐ INCID ☐PROCEDURAL☐FAILURE ☐HAZARD☐				
2 Occurrence Location	3 Date (dd/mm/yyyy) 4 Time (UTC)	5 Duration	6 ATS Facility ☐ RTF ☐ Radar ☐ NAVAID ☐ Other:	7 Service Affected
8 Equipment Type/Manufacturer	9 Frequency	10Call-sign	11Equipment Location	
12Facility Configuration ☐In Service or ☐Out of service ☐Main Mode or ☐Standby/Test ☐CH A (1) or ☐CH B (2) ☐Other: External Information Source:		13Equipment Status	14Previous Defects/ Occurrences ☐YES ☐No ☐Not Known	15RTF Frequencies/ Radar Source
16NARRATIVE - use a diagram if necessary (attach copies of all relevant information) *(Use additional sheet if necessary.)*				
17Recordings impounded ☐No ☐Yes Details….	18Can the information be disseminated in the interests of flight safety? ☐YES ☐NO	20 Name 21 Organization/Position	23 Address & Telephone number (if reporter wishes to be contacted privately)	
19Other fault report action ☐ATC Reporting ☐Local Reporting ☐Other:		22 Start time and duration of shift	24 Signature 25 Date (dd/mm/yyyy)	

Civil Aviation Authority of Nepal

Bird/Other Wildlife Strike Report Form

(To be filled by Pilots, ATC, Airport operator, Airline, Safety personnel, etc.)

1. CATEGORIES OF OCCURRENCE

ACCID☐ INCID ☐HAZARD☐ BIRDSTRIKE☐WILDLIFE STRIKE ☐ *(Shall fill one of first three boxes and one of the last two boxes.)*

2. Name of Operator	3. Aircraft Make/Model	4. Engine Make/Model
5. Aircraft Registration	6. Date of Incident (dd/mm/yyyy)	7. Time of Incident (UTC) …… ☐Dawn☐Dusk ☐Day ☐Night
8. Airport Name	9. Runway Used	10. Location if en-route (Nearest city, place, etc.)
11. FL/ALT/HT (ft)	12. Speed (IAS- kts)	

13. Phase of Flight

☐A.Parked
☐B.Taxi
☐C.Take-off Run
☐D.Climb
☐E.Enroute
☐F.Descend
☐G.Approach
☐H.Landing Roll

14. Parts of Aircraft Struck or Damaged

	Struck	Damaged		Struck	Damaged
A. Radome	☐	☐	H. Propeller	☐	☐
B. Windshield	☐	☐	I. Wing/Rotor	☐	☐
C. Nose	☐	☐	J. Fuselage	☐	☐
D. Engine No. 1	☐	☐	K. Landing Gear	☐	☐
E. Engine No. 2	☐	☐	L. Tail M. Lights	☐	☐
F. Engine No. 3	☐	☐	N. Other: (Specify)	☐	☐
G. Engine No. 4	☐	☐			

15. Effect on Flight	16. Sky Condition	17. Precipitation
☐None ☐Aborted Take-off ☐Precautionary Landing ☐Engine Shut Down ☐Other: (Specify)	☐No Cloud ☐Some Cloud ☐Overcast	☐Fog ☐Rain ☐Snow ☐None

18. Bird/Other Wildlife Species	19. Number of Bird(s)/Wildlife			20. Size of Bird(s)/Wildlife
	Number	Seen	Struck	☐ Small ☐ Medium ☐ Large
	1	☐	☐	
	2-10	☐	☐	
	11-100	☐	☐	
	More than 100	☐	☐	

21. Pilot warned of Birds ☐ Yes ☐ No

22. Detail Information *(Describe damage, injuries and other pertinent information)*

(Use additional sheet if necessary.)

23. Reported by	24. Title, Office	25. Date

APPENDIX 3 - SAFETY REPORTS LOGS/ RISK REGISTER

Occurrence Log / Register

S.No.	A/C Reg.	A/C Type	Operator	ICAO Taxonomy	Phase of flight	Occurrence Date	Reported date	Description of occurrence	Category	Action taken by reporter	Action taken by CAA	Status	Remarks

Hazard Log / Register

S.No.	Reported Date	Area/ Operation/ Equipment	Hazard (H)			Consequence (Reported/projected	Initial Hazard Priority Level (H/M/L)	Recommended Action		Remarks
			Description of Hazard	ICAO Taxonomy	Source of information			Corrective Action (yes/No)	SRM Action (Yes/ No)	

Risk Log / Register

S.No.	Hazard Code.	Consequence(s)	Existing Risk				Resultant Risk					Status	Follow up
			Severity	Probability	Risk Index	Risk Tolerability	Severity	Probability	Risk Index	Risk Tolerability	Open	Close/ date	

APPENDIX 4- SAFETY REPORTING ADDRESSES

For Air Navigation Services matters,
ANS Safety Standard Department (ANSSSD),
Civil Aviation Safety Regulatory Department
Civil Aviation Authority of Nepal, Babarmahal, Kathmandu
Phone: 014267784
Email: ansssd@caanepal.gov.np
Online reporting mechanism in CAAN's Website.

For Aircraft Operations and Airworthiness matters,
Flight Safety Standard Department (FSSD),
Civil Aviation Safety Regulatory Department
Civil Aviation Authority of Nepal, Sinamangal, Kathmandu
Phone: 4111075, 4111119
Fax: 4111198
Email: fssddept@caanepal.gov.np /airworthiness@caanepal.gov.np
Online reporting mechanism in CAAN's Website.

For Aerodrome Operations matters,
Aerodrome Safety Standard Department (ASSD),
Civil Aviation Safety Regulatory Department
Civil Aviation Authority of Nepal, Sinamangal, Kathmandu
Phone: 014485787
Email: dass@caanepal.gov.np
Online reporting mechanism in CAAN's Website.

For Safety Management related matters
Safety Management Division (SMD),
Aviation Safety Regulation Directorate.
Civil Aviation Authority of Nepal, Babarmahal, Kathmandu
Phone: 014251284
Email: nast@caanepal.gov.np
Online reporting mechanism (VIRS) in CAAN's Website.

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