



**CONFIDENTIAL REPORTING FORM FOR OCCURRENCES THAT AFFECT AIRWORTHINESS**

Note: This reporting system is an addition to your company internal reporting system. Any reports should if possible be sent to your company as well. The purpose of AEI's reporting system is to build up a history of occurrences that can be used as evidence to change regulation to improve Aviation Safety.

Report number: (not to be filled in by reporter)

Confidential information:

- Name:
- Address:
- Postcode:
- Town/City:
- Country:
- Private Telephone number:
- Local times when available at this number:
- Date of the Occurrence:
- Registration of the aircraft (if applicable):

***This acts as AEI's Guarantee that your identity will not be revealed!***

This identity part of the report form will be returned to you the reporter, as soon as the ATAC Chairman has established that no unanswered questions remain. When you receive this part of the form it is proof that your identity has been removed from the report. If you would like to know what has happened with your report, you may contact the ATAC Chairman (quoting the report number above) by E-mail at the following address:

[atac.chairman@airengineers.org](mailto:atac.chairman@airengineers.org)

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Report number: (to be filled in by ATAC Chairman)

Information about the Occurrence:

- Local time when Occurrence took place:
- (Name of) Aircraft/Equipment:
- Type/model:
- Component:
- Other (describe):
- ATA number:
- Company report sent in: YES/NO

(Intentionally left blank)

Status (underline description that fits, or describe): Servicable/Unservicable/Intermittent  
Fault/Normal Wear/Abnormal Wear/Life Limit Exceeded/Ground Loads/Flight  
Loads/Heavy Landing/Bird Strike/Lightning Strike/Ground Strike/Failure Causing  
Secondary Damage/Inadequate Maintenance/Other:

Inspection (underline description that fits, or describe): Pre Flight/Transit/Post Flight/  
Daily/Nightly/AD Action/Other:

The Operator (underline description that fits, or describe): Scheduled/Non Scheduled/  
Charter/Corporate/Private/Cargo/Other:

Type of Flight (underline description that fits, or describe): Passenger/Charter/Cargo/  
Business/Pleasure/Training/Aerial Work/Agriculture/Other:

Of Importance for Airworthiness (underline what is correct/applicable):

Was the aircraft operated in accordance with the Minimum Equipment List? YES/NO

If the fault was not corrected, would continued flight be dangerous? YES/NO

Was it possible to detect the fault during one of the following Inspections?  
Pre/Post Flight, Transit, or Daily/Nightly/AD Action. YES/NO

Describe the occurrence/fault (include copies of photos, documents, etc., if helpful):

(What has happened, how it was detected, what corrective action was taken/advised, corrective action not carried out, which factors were contributing to the occurrence/fault, which action is necessary, in your opinion, to prevent a re-occurrence of the occurrence/fault. Use extra sheets of paper if necessary).