

دفتر ایمنی و بررسی سوانح

شماره سند: FS-CAD-6313-01

صفحه ۱ از ۹

روش اجرایی سامانه گزارش دهی  
الزامی



سازمان هواپیمایی کشوری  
معاونت استاندارد پرواز

روش اجرایی سامانه گزارش دهی الزامی

## Mandatory Occurrence Reporting System

شماره سند : FS-CAD-6313-01

کدبازنگری: ۰۱

تاریخ بازنگری: آبان ماه ۱۳۹۳

تاریخ صدور اولیه: مهر ۱۳۸۹



## 1- Foreword

Pursuant to the CAO Mandatory Occurrence Reporting (MOR) Scheme it is mandatory for Aviation service providers to report aviation accidents, serious incidents, incidents and other safety related occurrences (including aircraft ground impact defects /malfunctions /service difficulties/Bird Strike/Dangerous Good...) to IRI CAO via special MORs form (Appendix A).

CAD 6313 has been issued to incorporate the requirements of ICAO about Safety Management System.

When the I.R of Iran acts as bellowed states, the related mentioned service providers in Iran SSP shall follow up this directive and send the report to IRI CAO.

- a) State of occurrence
- b) State of Registry
- c) State of the Operator
- d) State of Design
- e) State of Manufacture

The Scheme is to make a real contribution to flight safety in Iran civil aviation, it is most important that all concerned are fully aware of its aims and requirements.

The CAO will welcome any comment and suggestion for the improvement of this directive. Such comments should be addressed to the vice president of CAO in flight standard at the address below.

Email: aig@cao.ir

Fax: 0098-21-66036552

## 2- Channels of Reporting

Completed Occurrence Report Forms are to be sent to the safety& Accident investigation department, Civil Aviation Organization, Mehrabad international airport, Tehran, Iran.

In some cases, particularly overseas, the use of email, fax may be necessary to minimize delays in the transmission of occurrence information.

When an Occurrence Report Form is not available, the relevant information may be passed in letter form. Should additional information be required, the CAO may send a standard Occurrence Report Form to the person initiating the report for completion.

For those occurrences which it is considered include particularly dangerous or potentially dangerous circumstances requiring the immediate passing of information to the CAO, the following action should be taken.

In all such cases written confirmation of the available details of the occurrence should be passed on as quickly as possible, preferably by email or fax.

**During normal working hours:**

Vice president of civil aviation in flight standard, Fax: 0098-21-66036552

Email: aig@cao.ir

Tel: 0098-21-61022119

Fax: 0098-21-66036552

**Outside normal working hours:**

On Duty Safety Inspection Unit (OSIU)

Fax 0098-21-66036247,

Tel: 0098-21-61023210

Cell Phone: 0098-9388572932

**3-PROCESSING OF MANDATORY REPORTS:**

The reports will then be classified into the following categories:

- a) Accident;
- b) Serious incident;
- c) Incident;

**Accident/Serious Incident/Incident Classification**

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

3.2 Occurrences that are classified as accidents /serious incidents or ground Impact with the aircrafts require independent investigations by the Safety& AIG Department. In such cases, the assigned CAO representative tracks the independent investigation process outcomes and provides updates to ECCAIRS CAO database.

3.3 For incidents and other occurrences (including defects/malfunctions/service difficulties) that may not be the subject of the CAO independent investigation process, the assigned CAO representative will liaise with the relevant party for necessary follow-up investigation and report submission as applicable.

**Part 1- Reporting Timelines**

	<i>Notification to the CAO</i>	<i>Mandatory Report from service provider to the CAO</i>	<i>Investigation Report from service provider to the CAO</i>
Accident	Immediate/ASAP	Within 24 hours	90 days
Serious incident	Immediate/ASAP	Within 48 hours	60 days
Incident	Immediate/ASAP by ANS if applicable	Within 72 hours	30 days (where required)

## PART II - Examples of Reportable Occurrences

*Note. — The list below is not exhaustive and does not include accidents*

### Air operator

- Near collisions requiring an avoidance maneuver to avoid a collision or an unsafe situation or when an avoidance action (RA) would have been appropriate;
- Controlled flight into terrain only marginally avoided;
- Aborted take-offs on a closed or engaged runway, on a taxiway or unassigned runway
- Take-offs from a closed or engaged runway, from a taxiway or unassigned runway;
- Landings or attempted landings on a closed or engaged runway, on a taxiway or unassigned runway;
- Gross failure to achieve predicted performance during take-off or initial climb;
- Fires and smoke in the passenger compartment or cargo compartments or engine fires, even though such fires were extinguished by the use of extinguishing agents;
- Events requiring the emergency use of oxygen by the flight crew;
- Aircraft structural failures or engine disintegrations, including uncontained turbine engine failures, not classified as an accident;
- Multiple malfunctions of one or more aircraft systems seriously affecting the operation of the aircraft;
- Flight crew incapacitation in flight;
- Fuel quantity requiring the declaration of an emergency by the pilot;
- Runway incursions classified with high severity A;
- Take-off or landing incidents such as under-shooting, overrunning or running off the side of runways;
- System failures, weather phenomena, operations outside the approved flight envelope or other occurrences which could have caused difficulties controlling the aircraft;
- Failures of more than one system in a redundancy system mandatory for flight guidance and navigation;
- Bird strike to the aircraft according to IRI CAO Bird Strike Reporting Form (Appendix B)
- Dangerous Good incident
- Any flight disturbance including (Gun firing- Laser attack- Military threat ....)
- Wake turbulence incident

*Note. – Air operator can follow up IRI CAO Part-M regulations for occurrence reporting accordingly.*

**Aerodrome operator**

- Runway incursion / Runway excursion/overshoot;
- Failure or significant malfunction of airfield lighting;
- Damage to the aircraft or engine resulting from contact or ingestion of foreign objects or debris on runway or taxiway;
- Incidents within the aerodrome boundary involving damage to aircraft or with potential impact on aircraft ground movement safety
- Bird strike to the aircraft according to IRI CAO Bird Strike Reporting Form(Appendix B)
- Any flight disturbance including (Gun firing- Laser attack – Military threat....)

**ANS/CNS provider**

- Any ANS/CNS-related equipment or system defect/malfunction/damage discovered during operation or equipment maintenance which could possibly lead to an aircraft operational accident or serious incident;
- Unauthorized penetration of airspace;
- Aircraft near CFIT;
- Significant level bust incidents;
- Loss of separation incidents;
- Runway incursion/ Runway excursion/overshoot (involving ATC communication);
- Any other ANS-related deficiency/defect/malfunction as reported to (and verified by) the ANS/CNS operator and which is deemed to have an impact on the safety of air navigation;

**Ground handling provider**

- Incidents within the aerodrome boundary involving damage to aircraft or with potential impact on aircraft ground movement safety
- Dangerous Good incident

**Maintenance organization**

Any airframe, engine, propeller, component or system defect/malfunction/damage found during scheduled or unscheduled aircraft (airframe/engines/components) maintenance activities which could possibly lead to an aircraft operational accident or serious incident (if not promptly rectified);

*Note. - The maintenance organizations can follow up IRI CAO Part-145 regulations for occurrence reporting accordingly.*

**Design and manufacturing organizations**

any design- or manufacturing-related deficiency/defect/malfunction of product or services discovered by or brought to the attention of the design/manufacturing organization which is deemed to warrant the possible issue of an emergency airworthiness directive (EAD), airworthiness directive (AD) or alert service bulletin (ASB);

*Note. - The maintenance organizations can follow up IRI CAO Part-21 regulations for occurrence reporting accordingly.*



**Reporter Information: (DO NOT delay the notification if the information is not complete)**

Reporter Name	Title	Organization	Office Tel.	Mobile	Email

**Type of Occurrence:**  Accident  Incident  Bird Strike  Hazard  Other (Specify .....

❖ Bird strike reports should be included with IBS reporting form

**Occurrence Details:**

Date	Time (UTC)	<input type="checkbox"/> Day/ <input type="checkbox"/> Night	Location (Geographical position if available) or Route	Altitude

**Aircraft Information:**

	A/C Model	Registration	Call sign	Nationality	Serial Number	From	to	Name of Operator
1-								
2-								

**Aircraft Crew:**

Pilot-in-Command	PIC License No.	First Officer	F/O License No.	Flight Engineer	F/E License. No

**Aircraft Flight Phase:**

<input type="checkbox"/> Parked	<input type="checkbox"/> Push-Back	<input type="checkbox"/> Taxi-out	<input type="checkbox"/> Takeoff	<input type="checkbox"/> Climb	<input type="checkbox"/> Cruise	<input type="checkbox"/> Descent	<input type="checkbox"/> Holding
<input type="checkbox"/> Approach	<input type="checkbox"/> Landing	<input type="checkbox"/> Taxi-in	<input type="checkbox"/> Parked in	<input type="checkbox"/> Others _____			

**Vehicle/Equipment Involved**

Type	Airport Placard	Company/Owner	Driver Name	ID No	Contact

**Injuries:**

Injuries	Crew	Passengers	Others	Total
Fatal				
Serious				
Minor				
None				

**Damage to Aircraft:**

<input type="checkbox"/> Destroyed	<input type="checkbox"/> Substantial	<input type="checkbox"/> Minor	<input type="checkbox"/> None	<input type="checkbox"/> Unknown
Details: _____				
_____				

**Weather at the site:**

Prior to event:	_____
At the time of event:	_____
Actual:	_____
Forecast:	_____

**Dangerous Goods:**

<input type="checkbox"/> Explosives	<input type="checkbox"/> Radio Active	Others: _____
_____		





**Bird Strike Reporting Form**

Send to: <b>IRI-CAO</b>		
2 SHUDWR.U.«.«..... 01/02		Effect on Flight
\$LUFUDIW 0DNH .0R.G.H.Q.«.«.« 03/04		<i>none</i> ...32
(QJLQH 0DNH 0R«H«««« 05/06		<i>aborted take-off</i> ...33
\$LUFUDIW 5HJ.L.V.W.U.D.W.L.R.Q.« 07		<i>precautionary landing</i> ...34
Date     day « Month « « « . year..... 08		<i>engines shut down</i> ...35
/RFDO W.L.P.H.«.«..... 09		<i>other (specify)</i> ...36
dawn ...A day ...B dusk ...C night ...D     10		Sky Condition 37
\$HURGURPH 1.D.P.H.«.«.....11/12		<i>no cloud</i> ... A
5XQZD\ 8VHG.«.«..... 13		<i>some cloud</i> ...B
Location if En Route..... 14		<i>overcast</i> ...C
+HLJKW \$*.l.«.«..... ft     15		Precipitation
6SHHG , \$6...«.«..... kt     16		<i>fog</i> ...38
Phase or Flight 17		<i>rain</i> ...39
<i>parked</i> ...A <i>en route</i> ...E		<i>snow</i> ...40
<i>taxi</i> ...B <i>descent</i> ...F		Bird Species* . . . . . 41
<i>take-off run</i> ... C <i>approach</i> ...G		Number of Birds
<i>climb</i> ...D <i>landing roll</i> ...H		<i>Seen 42</i> <i>Struck 43</i>
Part(s) of Aircraft		1     ...A     ...A
<i>Struck</i> <i>Damaged</i>		2-10     ...B     ... B
<i>Radom</i> ... 18 ...		11-100     ...C     ...C
<i>windshield</i> ... 19 ...		<i>more</i> ...D     ...D
<i>nose (excluding above)</i> ... 20 ...		Size of Bird 44
<i>engine no. 1</i> ... 21 ...		<i>small</i> ...S
2 ... 22 ...		<i>medium</i> ... M
3 ... 23 ...		<i>large</i> ...L
4 ... 24 ...		Pilot Warned of Birds 45
<i>propeller</i> ... 25 ...		<i>yes</i> ...Y <i>no</i> ... X
<i>wing/rotor</i> ... 26 ...		Remarks (describe damage, injuries and 46/47
<i>fuselage</i> ... 27 ...		<i>other pertinent information)</i>
<i>landing gear</i> ... 28 ...		« .....
<i>tail</i> ... 29 ...		.....
<i>lights</i> ... 30 ...		
<i>other (specify)</i> ... 31 ...		
5HSRUWHG .E.\.....«.....		*Send all bird remains including feather fragments to:
(Optional)		

Note- Manual on the ICAO Bird Strike Information System (DOC.9332) can use for completion of the form