1.0 PURPOSE

1.1 This Advisory Circular is issued to provide guidance to service providers on the requirements for mandatory occurrence reporting.

1.2 The United Republic of Tanzania (URT) mandatory reporting procedure encompasses accident and incident reporting systems. These guidelines are therefore issued to ensure that the service provider's personnel are appropriately guided and made aware of the procedures to report mandatory safety occurrences in a timely manner and in an acceptable format.

1.3 These procedures pertain to timely mandatory reporting of accidents, serious incidents, incidents and other reportable occurrences by service providers and relevant stakeholders and the investigation of the same till closure.

1.4 For the purposes of this advisory circular, Service provider means Air Navigation Services Provider, Operators of Aeroplanes or Helicopters, Certified/Licensed Aerodrome Operators, Approved Maintenance Organizations, Approved Training Organizations and Organizations responsible for type designs or manufacturer of aircraft engines or propellers.

2.0 REFERENCES

(a) Civil Aviation Act CAP. 80 [R.E 2023]

(b) Civil Aviation (Aircraft Accident and Incident Investigation) Regulations, 2017

(c) Civil Aviation (Safety Management) Regulations, 2018

(d) ICAO Doc 9859 Safety Management Manual

(e) ICAO Doc 9756 Manual of Aircraft Accident and Incident Investigation

(f) The Civil Aviation (Airworthiness of Aircraft) Regulations, 2017

(g) ICAO Doc 4444 PANS ATM

3.0 MANDATORY REPORTING

3.1 Pursuant to Civil Aviation (Safety management) and Civil Aviation (Aircraft Accident and Incident Investigation) regulations, it is a requirement for service providers to establish a mandatory safety reporting system that includes, but is not limited to, the reporting of incidents. The reporting systems developed by the service providers should be made as simple as possible to access, generate and submit mandatory reports.

3.2 Mandatory safety reporting systems should aim to capture all the valuable information about an occurrence, including what happened, where, when and to whom the report is addressed. In addition, mandatory safety reporting systems should provide for the capture of some specific hazards which are known to contribute to accidents, the timely identification and communication of which is considered valuable (e.g. routine meteorological conditions, volcanic activity, etc.).

3.3 It is mandatory for relevant persons and service providers to report aviation accidents, serious incidents, incidents and other safety related occurrences (including defects/malfunctions/service difficulties) to the Aircraft Accident Investigation Branch (AAIB) and the TCAA.

3.4 The list of reportable occurrences (apart from accidents) and the reporting timelines are provided in Appendices I, II and III to these procedures.

3.5 The reporting of mandatory occurrences is done using appropriate Mandatory Occurrence Report forms acceptable to the TCAA. The form shall contain detailed information pertinent to the specific occurrence. All mandatory reports must be signed by the approved or certificated organization's authorized signatory where applicable. Notifications received through verbal or telephone communication must be followed by a comprehensive occurrence report within 48 hours of the occurrence. Sample reporting forms are attached as appendices to this Circular.

3.6 In case of accidents and serious incidents, notification must be made to the Aircraft Accident Investigation Branch (AAIB) and the TCAA. Notification is then followed by a detailed report of the occurrence in the appropriate format and giving all the pertinent information. The actual notification and reporting process to the Aircraft Accident Investigation Branch (AAIB) and the TCAA is mandatory in respect of all accidents and serious incidents.

3.7 Procedure for Reporting

Occurrence reports shall be made in the appropriate form and mailed to:

The Director General,

Tanzania Civil Aviation Authority,

Aviation House, Nyerere Kitunda Road Junction,

P. O. Box 2819,

Dar es Salaam, Tanzania

Tel: +255 22 2198100

Fax: +255 22 2844304

Website: www.tcaa.go.tz

E-mail: tcaa@tcaa.go.tz

Assistant Director - Air Transport Accident Investigation,

Ministry of Transport - Transport Sector,

P. O. Box 638,

40470 DODOMA.

Tel: +255 26 2322703, 2322702

Fax: +255 26 2322704

Mobile: +255 754 395 339, +255 735 395 339

Email: aig@uchukuzi.go.tz

3.8 The State Safety Programme (SSP) office in coordination with the Aircraft Accident Investigation Branch (AAIB), will then categorize the occurrences as follows in accordance with the agreed taxonomy:

(a) Accident;

(b) Serious Incident;

(c) Incident; and

(d) Other occurrences

3.9 After the classification, the report record will be uploaded into the safety database with an assigned occurrence reference number. The status of each report is categorized and updated as follows:

(a) Initial Notification: For evaluation / follow up/ information as annotated

(b) Under Investigation: Investigation by [Aircraft Accident Investigation Branch /CAA/ service provider] in progress as annotated.

(c) Investigation Completed: Investigation results/ data received and uploaded.

(d) Closed: No further action required

4.0 ACCIDENT/SERIOUS INCIDENT /INCIDENT NOTIFICATION AND REPORTING

4.1 The classification of accident, serious incident and other incidents will be based on the standard definitions contained in the current Civil Aviation (Aircraft Accident and Incident Investigation) Regulations and Civil Aviation (Safety Management) Regulations.

4.2 For Occurrences that are classified as accidents or serious incidents, notification shall be made both to the Aircraft Accident Investigation Branch (AAIB) and the TCAA, in accordance with Civil Aviation (Aircraft Accident and Incident Investigation) Regulations and Civil Aviation (Safety Management) Regulations.

4.3 The notification shall be in plain language and contain as much of the following information as is readily available, but its dispatch shall not be delayed due to the lack of complete information:

(a) in the case of an accident, the identifying abbreviation “ACCID” or, in the case of a serious incident, the identifying abbreviation “INCID”;

(b) manufacturer, model, nationality and registration marks, and serial number of the aircraft.;

(c) name of owner, operator or hirer, if any, of the aircraft.;

(d) the name and qualification of the pilot-in-command of the aircraft. and the number and nationality of the crew and passengers on board the aircraft. at the time of the accident or serious incident;

(e) date and time (local time or UTC) of the accident or serious incident;

(f) the last point of departure and the next point of intended landing of the aircraft.;

(g) position of the aircraft. with reference to some easily defined geographical point and latitude and longitude;

(h) in the case of an accident, the number of crew members, passengers or other persons respectively killed or seriously injured as a result of the accident;

(i) description of the accident or serious incident and the extent of damage to the aircraft. so far as is known;

(j) an indication to what extent the investigation will be conducted or is proposed to be delegated by the State of Occurrence;

(k) physical characteristics of the accident or serious incident area, as well as an indication of access difficulties or special requirements to reach the site;

(l) the identification of the person sending the notice and where the accident or serious incident occurred outside the URT, the means by which the investigator-in-charge and the accident

investigation authority of the State of Occurrence may be contacted; and the presence and description of dangerous goods on board the aircraft., if any.

4.4 For incidents and other occurrences (including defects/ malfunctions/ service difficulties) that are not classified as accident or serious incidents, an incident report shall be submitted to the TCAA in accordance with the Civil Aviation (Safety Management) Regulation, in the appropriate format giving pertinent details of the occurrence.

5.0 FOLLOW UP AND INVESTIGATION

5.1 Service providers shall, as part of their Safety Management System, be responsible for investigating all incidents that occur during their operations, and the Authority may additionally investigate such incidents where it deems necessary.

5.2 Accidents and Serious incidents are investigated by the Aircraft Accident Investigation Branch (AAIB). However, TCAA may investigate these occurrences for purposes other than those stipulated in the Civil Aviation (Aircraft Accident and Incident Investigation) Regulations.

5.3 Service providers shall submit to the TCAA reports of any investigations conducted by their internal investigation systems, upon completion of such an investigation in order to facilitate closure of the incident.

5.4 On completion and receipt of the follow-up/investigation report, all the information received by the TCAA shall be entered into the safety database. In the case of investigation reports issued by Aircraft Accident Investigation Branch (AAIB), the CAA shall liaise with that Branch for the necessary uploading of such data reports into the database.

5.5 Where enforcement action following the conclusion of an occurrence investigation report is deemed necessary, such recommendations are forwarded by the relevant inspector to the DG CAA for approval in accordance with TCAA enforcement procedure Manual Reference TCAA/QSP/SR/AC/GEN-01

5.6 In the case of investigation reports issued by the Aircraft Accident Investigation Branch (AAIB), due consideration must be given to the objective of the investigation set forth in Civil Aviation (Aircraft Accident and Incident Investigation) Regulations.

Tanzania Civil Aviation Authority

Appendix I

REPORTING TIMELINES

Occurrence	**Notification to the CAA and/or the Aircraft Accident Investigation Branch (AAIB)**	**Mandatory Report (Reporting Form) submission to the CAA and/or the Aircraft Accident Investigation Branch (AAIB)**	**Investigation Report to the CAA**
Accident	Immediate/ASAP	Within 24 hours	-
Serious incident	Immediate/ASAP	Within 48 hours	60 days
Incident	N/A	Within 72 hours	30 days (Where required)

1. The telephone, facsimile or e-mail will in most cases constitute the most suitable and quickest means of sending a notification.

2. This column "**Investigation Report to the CAA"** does not apply to investigation reports from the Aircraft Accident Investigation Branch (AAIB) but reports from the service providers.

Appendix II

EXAMPLES OF REPORTABLE OCCURRENCES

The list below is not exhaustive and does not include accidents.

1. Air operator

(a) near collisions requiring an avoidance manoeuvre to avoid a collision or an unsafe situation or when an avoidance action would have been appropriate;

(b) controlled flight into terrain only marginally avoided;

(c) Aborted take-offs on a closed or engaged runway, on a taxiway or unassigned runway, excluding authorized operations by helicopters.

(d) Take-offs from a closed or engaged runway, from a taxiway or unassigned runway, excluding authorized operations by helicopters.

(e) Landings or attempted landings on a closed or engaged runway, on a taxiway or unassigned runway excluding authorized operations by helicopters;

(f) gross failure to achieve predicted performance during take-off or initial climb;

(g) 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;

(h) events requiring the emergency use of oxygen by the flight crew;

(i) aircraft. structural failures or engine disintegrations, including uncontained turbine engine failures, not classified as an accident;

(j) multiple malfunctions of one or more aircraft. systems seriously affecting the operation of the aircraft.;

(k) flight crew incapacitation in flight;

(l) fuel quantity requiring the declaration of an emergency by the pilot;

(m) Runway incursions classified with severity A. The Manual on the Prevention of Runway Incursions (Doc 9870) contains information on severity classifications;

(n) take-off or landing incidents such as under-shooting, overrunning or running off the side of runways;

(o) system failures, weather phenomena, operations outside the approved flight envelope or other occurrences which could have caused difficulties controlling the aircraft.;

(p) failures of more than one system in a redundancy system mandatory for flight guidance and navigation; and

(q) Any other incidents or occurrences deemed by the State as reportable under this mandatory reporting system.

2. Maintenance organization

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

(b) Any other incidents or occurrences deemed by the State as reportable under this mandatory reporting system.

3. Design and manufacturing organizations

(a) Any design- or manufacturing-related deficiency, defect, or 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); and

(b) Any other incidents or occurrences deemed by the State as reportable under this mandatory reporting system.

4. Aerodrome operator

(a) runway incursion (with no ATC involvement);

(b) runway excursion/overshoot (with no ATC involvement);

(c) failure or significant malfunction of airfield lighting;

(d) damage to the aircraft. or engine resulting from contact or ingestion of foreign objects or debris on runway or taxiway;

(e) incidents within the aerodrome boundary involving damage to aircraft. or with potential impact on aircraft. ground movement safety; and

(f) Any other incidents or occurrences deemed by the State as reportable under this mandatory reporting system.

5. Air Navigation Services (ANS) provider

(a) Any ATM/CNS-related equipment or system defect, malfunction, or damage discovered during operation or equipment maintenance which could possibly lead to an aircraft. operational accident or serious incident;

(b) unauthorized penetration of airspace;

(c) aircraft. near Controlled Flight Into Terrain (CFIT);

(d) significant level bust incidents;

(e) loss of separation incidents;

(f) runway incursion (involving ATC communication);

(g) runway excursion/overshoot (involving Air Traffic Control (ATC) communication);

(h) Any other ANS-related deficiency/defect/malfunction as reported to (and verified by) the ATM/CNS operator and which is deemed to have an impact on the safety of air navigation; and

(i) Any other incidents or occurrences deemed by the State as reportable under this mandatory reporting system.

APPENDIX III

MANDATORY OCCURRENCE REPORT FORM: TCAA-AC-OPS031

ORGANISATION REF NO.	CAA OCCURRENCE NO.

1. FLIGHT CREW REPORT

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

ENVIRONMENTAL DETAILS

WIND		CLOUD			PRECIPITATION				OTHER METEOROLOGICAL CONDITIONS								RUNWAYSTATE				
DIRN	SPEED (kts)	TYPE	HT (ft.)	8th	RAIN	SNOW	SLEET	HAIL	VISIBILITY	ICING			TURBULENCE			OAT (C)	DRY	WET	ICE	SNOW	SLUSH
					LIGHT	MODERATE		HEAVY	KM/M	LIGHT	MOD	SEVERE	LIGHT	MOD	SEVERE		CATEGORY		I	II	III

		BRIEF TITLE
		2. DESCRIPTION OF OCCURRENCE (To be used for all occurrences reported on this form

		Use additional form if required, ☐ *Tick here if additional form used*
		Results of subsequent investigation *Tick here* ☐ *If Part 4 includes action taken to avoid recurrence*
Any procedures, manuals, publications, (e.g. AIC, AD, SB, etc) directly relevant to occurrence and compliance state of aircraft., equipment or documentation		

REPORTING ORGANISATION	TYPE OF ORGANISATION	CERTIFICATE NO	CONTACT NAME	POSITION	SIGNATURE	DATE
CONTACT ADDRESS	**CONTACT PHONE NUMBER**	**CONTACT E-MAIL ADDRESS**		**CONTACT FAX NUMBER**	**OTHER (EG SITA)**	

3. GROUND STAFF REPORT

A/C SERIAL NUMBER	ENGINE TYPE/SERIES	ETOPS APPROVED		GROUND		AIRCRAFT. BELOW 5700KG ONLY – MAINTENANCE ORGANISATION ETOPS APPROVED
		YES	NO	MAINTENANCE		
				GROUND HANDLING		
				UNATTENDED		TEL NO

COMPONENT/PART	MANUFACTURER	PART NR	SERIAL NR	MANUAL REF	COMPONENT OH/REPAIR ORGANISATION

UTILISATION - AIRCRAFT.				UTILIZATION – ENGINE/COMPONENT				MANUFACTURER ADVISED	
	TOTAL	SINCE OH/REPAIR	SINCE INSPECTION		TOTAL	SINCE OH/REPAIR	SINCE INSPECTION		
HOURS				HOURS				YES	NO
CYCLES				CYCLES					
LANDINGS				LANDINGS					

4. REPORTING ORGANISATION – REPORT

ORGANISATION COMMENTS – ASSESSMENT/

ACTION TAKEN/SUGGESTIONS TO PREVENT RECURRENCE

ORGANISATION	**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											
FROM:	TO:				YES	NO			°		FT.	M/NM

CLIMB/DESCENT: LEVEL ☐ CLIMBING ☐ DESCENDING ☐ **BANK ANGLE: SLIGHT ☐ MODERATE ☐ STEEP ☐**

TCAS ALERT			TYPE OF RA	RA FOLLOWED		WAS TCAS ALERT USEFUL		AVOIDING ACTION TAKEN		DETAILS OF OTHER AIRCRAFT.							
										TYPE	MARKINGS	COLOUR	LIGHTING	CALLSIGN	ATTITUDE	AVOIDING ACTION TAKEN	
RA	TA	NONE		**YES**	**NO**	**YES**	**NO**	YES	NO							YES	NO

RESTRICTIONS TO VISIBILITY: NONE ☐ SUNGLARE ☐ DIRTY WINDSCREEN ☐ WINDSCREEN PILLAR ☐ OTHER COCKPIT STRUCTURE ☐

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

7. CAA REVIEW OF ACTION TAKEN BY ORGANISATION		
SUMMARY OF FOLLOW-UP ACTION BY CAA:	OPEN	
	CLOSED	
NAME OF INSPECTOR _____ SIGNATURE _____ DATE _____	RECORD ENTERED IN DB	

APPENDIX IV

GUIDANCE ON THE COMPLETION OF THE CAA MANDATORY OCCURRENCE REPORT FORM

A. GENERAL

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 CAA 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.

      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 -** 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.

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 AC-OPS031B must also be completed and distributed as required by Regulation 25 of The Civil Aviation (Airworthiness) Regulations.

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 – Authority Review of Action Taken by Organization**

The Authority will check the Reporting Organization, reporting and tick “Open” if the report requires CAA involvement and follow-up action. “Closed” will be ticked only when the Authority 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.

B. SAMPLE FLIGHT DATA MONITORING AND ANALYSIS EVENTS

The following table provides examples of flight data monitoring and analysis events that may be further developed using operator and aircraft. Specific limits. The table is considered illustrative and not exhaustive.

Event Group	**Description**
Rejected take-Off	High Speed Rejected take-off
Take-off Pitch	Pitch rate high on take-off Pitch attitude high during take-off

Unstick Speeds	Unstick speed high Unstick speed low
Height Loss in Climb-out	Initial climb height loss 20 ft. AGL to 400 ft. AAL Initial climb height loss 400 ft. to 1 500 ft. AAL
Slow Climb-out	Excessive time to 1 000 ft. AAL aft.er take-off
Climb-out Speeds	Climb out speed high below 400 ft. AAL Climb out speed high 400 ft. AAL to 1 000 ft. AAL Climb out speed low 35 ft. AGL to 400 ft. AAL Climb out speed low 400 ft. AAL to 1 500 ft. AAL
High Rate of Descent	High rate of descent below 2 000 ft. AGL
Go-around	Go-around below 1 000 ft. AAL Go-around above 1 000 ft. AAL
Low Approach	Low on approach
Glideslope	Deviation under glideslope Deviation above glideslope (below 600 ft. AGL)
Approach Power	Low power on approach
Approach Speeds	Approach speed high within 90 sec of touchdown Approach speed high below 500 ft. AAL Approach speed high below 50 ft. AGL Approach speed low within 2 minutes of touchdown
Landing Flap	Late land flap (not in position below 500 ft. AAL) Reduced flap landing Flap load relief system operation
Landing Pitch	Pitch attitude high on landing Pitch attitude low on landing

Bank Angles	Excessive bank below 100 ft. AGL Excessive bank 100 ft. AGL to 500 ft. AAL Excessive bank above 500 ft. AGL Excessive bank near ground (below 20 ft. AGL)
Normal Acceleration	High normal acceleration on ground High normal acceleration in flight flaps up (+/- increment) High normal acceleration in flight flaps down (+/- increment) High normal acceleration at landing
Abnormal Configuration	Take-off configuration warning Early configuration change aft.er take-off (flap) Speed brake with flap Speed brake on approach below 800ft. AAL Speed brake not armed below 800ft. AAL
Ground Proximity Warning	GPWS operation - hard warning GPWS operation - soft. warning GPWS operation - wind shear warning GPWS operation - false warning
TCAS Warning	TCAS operation – Resolution Advisory
Event Group	**Description**
Margin to Stall/Buffet	Stick shake False stick shake Reduced lift. margin except near ground Reduced lift. margin at take-off Low buffet margin (above 20000ft.)

Flight Manual Limitations	V_{mo} exceedance M_{mo} exceedance Flap placard speed exceedance Gear down speed exceedance Gear selection up/down speed exceedance Flap/ Slat altitude exceedance Maximum operating altitude exceedance

APPENDIX V

BIRD STRIKE REPORTING FORM

The Director General,

Tanzania Civil Aviation Authority,

Aviation House, Nyerere Kitunda Road Junction,

P. O. Box 2819,

Dar es Salaam, Tanzania

Tel: +255 22 2198100

Fax: +255 22 2844304

Website: www.tcaa.go.tz

E-mail: tcaa@tcaa.go.tz

Operator …… Effect on Flight (Tick).

Aircraft. Make/Model ……

Engine Make/Model …… None …….

Aircraft. Registration ……. Aborted Take-off ……..

Date …….. Precautionary landing……..

Local Time ……... Engine(s) shut down ……..

Dawn/Day/Dusk/Night ……. Other (Specify) ……..

Name of Aerodrome ……. Other (Specify) ……..

Runway Used ……

Location if En Route …….

Height AGL ……ft.

Speed (IAS) …….

Sky Condition: (Tick).

No clouds …….

Some clouds …….

Overcast …….

Phase of Flight: (Tick).

Parked……. …. En-route …….

Taxi ……. Descent ……. Fog

Take-off Run…… Approach ……. Rain

Climb …….. Landing Roll …… Snow

Precipitation:

Parts of Aircraft.: (Tick)

	Struck	Damage
Radome	…….	…….
Windshield	…….	…….
Engine No. 1	…….	…….
2	…….	…….
3	……..	…….
4	……..	…….
Propeller	……...	…….
Wing /Rotor	……	…….
Fuselage	……	…….
Landing Gear	……	…….
Tail	……	…….
Lights	……	…….
Other (Specify) ……	……	…….

Bird spices……

Number of Birds (Tick):

	Seen	Struck
1	…….	……..
2-10	……..	……
More	……..	……

Size of Bird/s:

Small …… ……..

Medium……. ……..

Large …… ……..

Pilot warned of Birds Yes….. No ……

Remarks (Describe damage, injuries, and other pertinent information) …….....

Reported by ……

APPENDIX VI

DANGEROUS GOODS OCCURRENCE REPORT FORM

Type of Occurrence: Accident ☐ Incident ☐ Other Occurrence ☐

(See notes on reverse side of this form. Boxes identified with an asterisk in the heading need only be completed if applicable.	Tracking/Ref No:

1. Operator	2. Date of Occurrence	3. Local time of Occurrence

4. Date of Flight *	5. Flight Number*	6. Aircraft. Type*	7. Aircraft. Registration*

8. Departure Airport*	9. Destination Airport*	10. Location Of Occurrence	11. Origin of Goods

12. Description of the Occurrence, including details of injury, damage, etc (continue overleaf if necessary)

13. Proper Shipping Name (including the technical name)	14. UN/ID Number (when known)

15. Class/Division	16. Subsidiary Risk*	17. Packing Group*	18. Category (Class 7 Only)*

19. Type of Packaging*	20. Packaging Specification marking*	21. Number of Packages*	22. Quantity (or transport index if applicable)*

23. Reference Number of Air-way bill*l	24. Reference Number of courier pouch, baggage tag or passenger ticket*

25. Name and address of shipper, agent, passenger, etc	
26. Other relevant information (including suspected cause, any action taken)	
27. Name and Title of person making report	28. Telephone Number
29. Company Dept code, E-mail or Info mail code	30. Reporter's Ref*
31. Address	32. Signature/Date
	_____/_____ Signature Date

33. Summary of Action by CAA		
	Open	
	Closed	
Name of Inspector_____ Signature_____ Date_____	Record Entered in DB	

Description of the occurrence(continuation)

Signature:_____ Date:_____

Note:

1. Any type of dangerous goods occurrence must be reported, irrespective of whether the dangerous goods are contained in cargo, mail or baggage.
2. A dangerous goods accident is an occurrence associated with and related to the transport of dangerous goods which results in fatal or serious injury to a person or major property damage. A dangerous goods accident may also be an aircraft. Accident; in which case the normal procedure for dangerous goods accidents must be followed.
3. A dangerous goods incident is an occurrence, other than a dangerous goods accident, associated with and related to the transport of dangerous goods, not necessarily occurring on board an aircraft., which results in injury to a person, property damage, fire, breakage, spillage, leakage of fluid or radiation or other evidence that the integrity of the packing has not been maintained. Any occurrence relating to the transport of dangerous goods which seriously jeopardizes the aircraft. or its occupants is also deemed to constitute a dangerous goods incident.
4. This form may also be used to report any occasion when undeclared or miss-declared dangerous goods are discovered in cargo or when baggage contains dangerous goods which passengers are not permitted to take on board aircraft.
5. An initial report should be dispatched within 72 hours of the occurrence, unless exceptional circumstances prevent this. The initial report may be made by any means but a written report should be sent as soon as possible, even if all the information is not available.
6. Completed reports are normally sent to the competent authority.
7. Copies of all relevant documents should be included with the report.
8. Providing it is safe to do so, all dangerous goods, packaging, documents etc, relating to the occurrence must be retained until aft.er the initial report has been made.
9. Requirements and procedures differ from state to state; it is therefore recommended that the local competent authority be contacted in order to clarify the exact procedures to be followed in the event of a dangerous goods occurrence.

APPENDIX VII

SERVICE DIFFICULTY REPORT FORM

Form: TCAA/QSP/SR/AC/GEN-17-4

(To be used for reporting of Faults, Failures, Malfunctions, Defects other occurrence as required by CARs)

Name and Address of Aircraft Owner/Operator	
Accident or Incident	
Related Service Bulletin (SB), Service letter (SL), Supplemental Type Certificate (STC), etc.	

1 Aircraft Registration	2 (a) Address of the Civil Aviation Authority			3 Date of Occurrence
4 Location:	2 (b) (Address of State of Design Authority)	2 (c) (Address of Type Certificate Holder)		5 Date Submitted
				6 OPEN ☐ CLOSED ☐
	Make	Model	Serial No.	8 Phase of Operation/Maintenance
7 (a) Aircraft				
(b) Powerplant				
(c) Propeller				
9 System/Component (assembly that includes Part)				Ground ☐ Taxi ☐ Take-off ☐ Climb ☐ Cruise ☐ Descent ☐ Landing ☐
Name	Make	Model	Serial No.	
10 Specific Part (of Component) causing problem				
Name	Number	Part/Defect Location		11 Submitted by:

			Operator ☐ AMO ☐ Air Traffic Controller ☐ Pilot ☐ AMEL ☐
12 ATA Code	13 Part TT	14 Part TSO	15 Part Condition

16 Comments (*Describe the service difficulty and the circumstances under which it occurred. State probable cause and recommended corrective action to prevent recurrence, use reverse side if needed*.)
17 Name_____ Signature _____ Date _____

1. **CAA AIR TRAFFIC INCIDENT REPORT FORM** :

FORM – TCAA/QSP/SR/AC/GEN-17-5

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)

( ) Sun glare ( ) 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 ATS surveillance ( ) Yes, based on visual sighting ( ) Yes, based on other information system

( ) No

j) Traffic information issued

( ) Yes, based on ATS surveillance ( ) Yes, based on visual sighting ( ) Yes, based on other information system

( ) No

k) Airborne collision avoidance system —

Type

ACAS ( ) Not carried ( ) Traffic advisory issued ( ) Traffic advisory or resolution advisory not issued ( ) Resolution advisory issued

l) Identification

( ) No ATS surveillance system available ( ) Identification ( ) No 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 ATS surveillance ( ) Yes, based on visual sighting ( ) Yes, based on other information system

( ) No ( ) Unknown

h) Traffic information issued

( ) Yes, based on ATS surveillance ( ) Yes, based on visual sighting ( ) Yes, based on other information system

( ) No ( ) Unknown

i) Avoiding action taken

( ) Yes ( ) No ( ) Unknown

4. Distance

a) Closest horizontal distance _____

b) Closest vertical distance _____

5. Flight meteorological 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 date/time _____ UTC

g) Date / time / place of completion of form _____

1. Function, address and signature of person submitting report

a) Function _____

b) Address _____

c) Signature _____

d) Telephone number _____

2. Function and signature of person receiving report

a) Function _____ b) Signature _____

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 (ATS surveillance system/visually, warning given, result of local enquiry, etc.)

_____

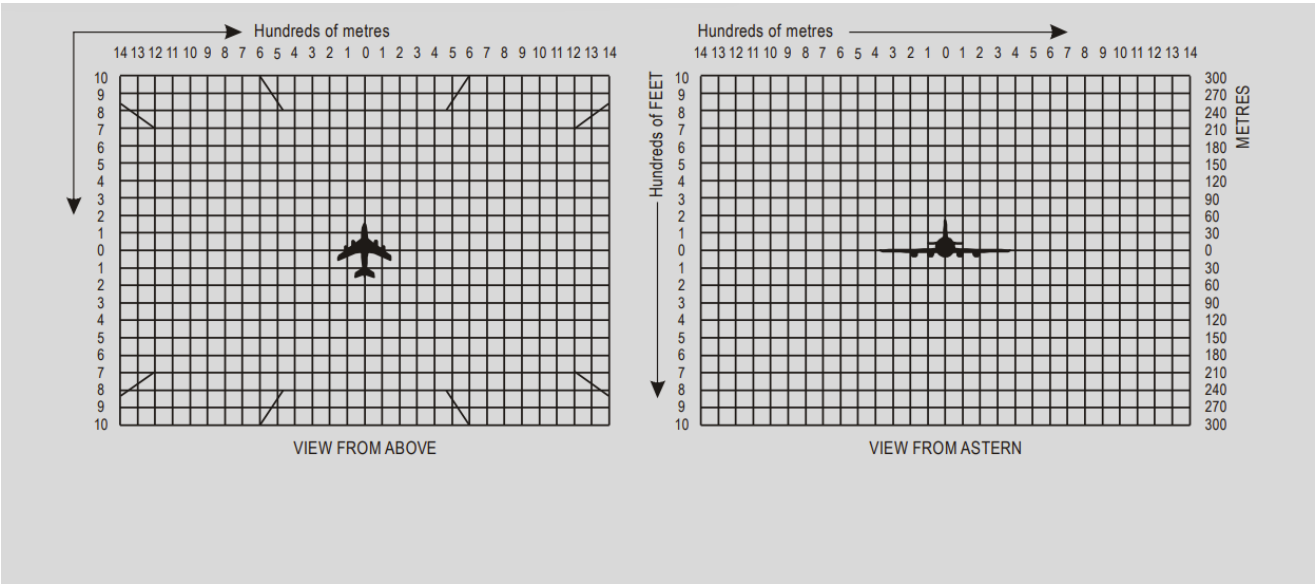
_____

_____

_____

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.



2. INSTRUCTIONS FOR THE 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 350/1 013 hPa or 2 500 ft/QNH 1 007 hPa or 1 200 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 the aircraft's positions.
D1 f)	State name of ATS unit and date/time in UTC.
D1 g)	Date and time in UTC and place of completion of form.
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.