

DTO Manual

Part 10 – Annexes



ANNEX 3A – AIR SAFETY REPORTING (ASR) – INCIDENT REGISTRATION FORM

CONFIDENTIAL (when filled in) (*) All fields with an asterisk must always be filled in	Air Safety Reporting (ASR) Incident Registration Form							
Report Date	Revision	Date	Time UTC	Location or latitude/longitude	Short title			
Aircraft information								
<u>Registration</u> *	<u>Type</u> *	<u>Serial #</u> *	<u>Owner/Operator</u> *			<u>Takeoff weight</u> kg lbs	<u>Logbook Ref.</u> (if technical)	
Flight information								
<u>Flight number</u>	<u>Dept airport</u> *	<u>Runway</u>	<u>Arr. airport</u> *	<u>Runway</u>	<u>Alt. airport</u>	<u>Runway</u>	<u># Crew</u> *	<u># PAX</u> *
<u>Flight rules</u> * VFR - IFR	<u>Controlled</u> * Yes No	<u>Airsp. class</u> * A B C D E F G	<u>Flight level</u>	<u>Altitude AMSL</u> m ft	<u>Height AGL</u> m ft	<u>Speed</u> kt km/h	<u>SSR type</u> A <input type="checkbox"/> C <input type="checkbox"/> S <input type="checkbox"/>	<u>SSR code</u>
Check more than one if needed								
Phase *	<u>Parked</u>	<u>Taxi</u>	<u>Take-off</u>	<u>Climb</u>	<u>En-route</u>	<u>Descent</u>	<u>Approach</u>	<u>Landing</u>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Weather and Conditions								
<u>Wind</u> dir ° / speed kt	<u>Visibility</u> km	<u>Precipitations</u> type + quantity	<u>Clouds</u> type + quantity	<u>T° / DP / OAT</u> °C / /	<u>QNH</u> hPa	<u>Turbulence</u> Light Mod Sev	<u>Icing</u> Light Mod Sev	<u>Runway</u> Dry Wet ...
<u>Bird strike</u> <input type="checkbox"/>	<u>Bird(s) seen</u> <input type="checkbox"/>	<u>Bird(s) hit</u> <input type="checkbox"/>	<u>Type(s) of Bird(s)</u>					
Description of incident (cause, consequence and factors which were of influence)								
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Details of the reporting party (not compulsory but useful if clarifications are required)								
Date	Surname	Name	Signature	Phone	Email			