



OCCURRENCE REPORT

(Note: This occurrence process does not supersede other reporting processes established under existing reporting regimes)

State File Number (FOCA use only):

1. Data Concerning The Reporting Organisation:

Organisation:	Type of Organisation / Certificate Nr.:
<input type="text"/>	<input type="text"/>
Contact Name:	
<input type="text"/>	
Contact Address:	
<input type="text"/>	
Contact Phone Number:	Contact e-mail Address:
<input type="text"/>	<input type="text"/>
Contact Fax Number:	Other (e.g. SITA):
<input type="text"/>	<input type="text"/>

2. Occurrence Identification:

Reason for Reporting Occurrence (please indicate the appropriate response):	
Safety <input type="checkbox"/>	Legal <input type="checkbox"/> Other (please specify) <input type="text"/>
Date & Time (UTC) of Occurrence:	
<input type="text"/>	
Location (Co-ordinates, if available) of Occurrence:	
<input type="text"/>	
Has this occurrence been notified to the BFU or other organisation? : (If yes, to whom and when?)	
<input type="text"/>	

3. Occurrence Description:

Identification of aircraft or product/part affected:
<input type="text"/>
ATA-Chapter/Sub-Chapter: (If relevant)
<input type="text"/>
Description:
1. Describe the Occurrence, what took place, weather, contributory factors etc.
2. Describe affected components with make, model, and serial number (including TSN, TSO, etc.), where necessary.
3. Describe actions taken and further actions planned.
4. Mention all other involved parties and organisations.

[illegible]

Please, send completed form [including required attachments] either by e-mail (occurrence@bazl.admin.ch) or to:

Federal Office of Civil Aviation
Safety Risk Management Office
3003 Bern Switzerland
Tel No. +41 (0)31 325 9739
Fax No. +41 (0)31 323 5983