



**INITIAL AIRCRAFT ACCIDENT / INCIDENT REPORT**

1. Identification of accident / incident (Refer to PCAR Part 13 Subpart IS 13.030 - List of samples of Serious Incidents, Subparts IS 13.175-1 to IS 13.175-3)

ACCID accident     SINCID serious incident     INCID incident

2. Aircraft manufacturer: \_\_\_\_\_ Aircraft model: \_\_\_\_\_  
 Aircraft registration: \_\_\_\_\_ Call sign: \_\_\_\_\_

3. Name of owner / operator: \_\_\_\_\_  
 Contact person (if available): \_\_\_\_\_  
 Contact information (if available): \_\_\_\_\_

4. Pilot-in-Command: \_\_\_\_\_ Nationality: \_\_\_\_\_  
 First-Officer (as applicable): \_\_\_\_\_ Nationality: \_\_\_\_\_  
 Total number of crew: \_\_\_\_\_ fatalities \_\_\_\_\_ injured  
 Total number of passengers: \_\_\_\_\_ fatalities \_\_\_\_\_ injured  
 Others: \_\_\_\_\_ fatalities \_\_\_\_\_ injured

5. Date of accident/incident: \_\_\_\_\_ Time (UTC): \_\_\_\_\_

6. Last aerodrome of departure: \_\_\_\_\_  
 Aerodrome of destination: \_\_\_\_\_

7. Phase of flight: \_\_\_\_\_

8. Prevailing weather if on airport: Visibility: \_\_\_\_\_  
 Wind direction C speed: \_\_\_\_\_

9. Position of the aircraft with reference to some easily defined geographical point and latitude and longitude: \_\_\_\_\_

10. Description of the accident or incident and the extent of damage to the aircraft so far as is known: \_\_\_\_\_

11. Presence and description of dangerous goods, explosives, radioactive materials or other dangerous articles on board the aircraft: \_\_\_\_\_

12. Reported by:  
 Complete name: \_\_\_\_\_  
 Position / Designation: \_\_\_\_\_  
 Company / Agency: \_\_\_\_\_  
 Office / Dept / Section: \_\_\_\_\_

*References of Memorandum:*

*PCAR Part 13 subpart B 13.025 - Immediate Notification*

*PCAR Part 13 subpart B 13.030 - Content of Notification*

*References for Reporting:*

*PCAR Part 13 subpart G 13.175 - Items to be Reported in Mandatory and Voluntary Incident / Occurrence Reporting*

*PCAR Part 13 subpart IS:13.030 - List of Examples of Serious Incidents*

*PCAR Part 13 subpart IS:13.175-1 - Mandatory Incident Reports: Aircraft Flight Operations*

*PCAR Part 13 subpart IS:13.175-2 - Mandatory Incident Reports: Aircraft Technical*

*PCAR Part 13 subpart IS:13.175-3 - Mandatory Incident Reports: Air Navigation Occurrences*



## REMINDERS IN FILLING OUT THE INITIAL AIRCRAFT ACCIDENT / INCIDENT REPORT FORM

Item # 1 Check ACCID (accident) if the occurrence is associated with the operation of an aircraft that results in death, serious injury, or substantial damage to the aircraft. This definition typically covers events from the time a person boards with the intention of flight until they have disembarked.

Check SINCID (serious incident) if the event is associated with the operation of an aircraft that indicates a high probability of an accident

Check INCID (incident) if the occurrence compromises safety but does not result in an accident

Item # 2 Call sign - must be the same as filed in flight plan

Item # 3 Contact person - preferably the one involved in attending to the accident / incident

Item # 4 "Others" are persons outside the aircraft who were injured or killed

Item # 7 Phase of flight may be taxiing for departure, take-off (can add specific leg of traffic circuit), cruising, landing (can add specific leg of traffic circuit), or taxiing after landing

Item # 8 If the accident / incident occurred off airport, weather information of an airport within 20 nm radius may be used. Include identification airport in this item.

Item # 10 Preferably use terminologies found in list of incidents in:

item d of PCAR Part 13 subpart IS 13.030

items a and b of PCAR Part 13 subpart IS 13.175-1

items in PCAR Part 13 subpart IS 13.175-2

items in PCAR Part 13 subpart IS 13.175-3

Send the filled-out form to CAAP OPCEN thru:

opcen@caap.gov.ph (e-mail)

or (+63)968-870-4221 (Viber/WhatsApp)