



MEMORANDUM CIRCULAR NO. 051-2025

**TO : AIRLINE AND AIRCRAFT OPERATORS  
CAAP AIRPORTS AND FACILITIES**

**SUBJECT : INITIAL AIRCRAFT ACCIDENT / INCIDENT REPORTING**

**DATE : 23 SEPTEMBER 2025**

Pursuant to Philippine Civil Aviation Regulations (PCAR) Part 13 subpart B – Personal Responsibility: Accident/Incident Initial Reporting, immediately and by the most expeditious means available, all accidents/incidents and other relevant occurrences shall be reported to the Civil Aviation Authority of the Philippines (CAAP) Central Office for timely and effective investigation and safety analysis.

Aircraft operators, aircraft crew members, CAAP Airport Safety/Operations Officers, or CAAP Facility Officers are hereby reminded to submit initial aircraft accident / incident reports to the **CAAP Operations Center Division** at:

mobile/Viber no. (+63)968-8704221 or  
email at [opcen@caap.gov.ph](mailto:opcen@caap.gov.ph)

Further, a full accident / incident report shall be rendered thru the CAAP Safety Reports Portal (<https://safety-reports.caap.gov.ph>) in accordance with the prescribed procedures.

For strict compliance.

  
**LTGEN RAUL L DEL ROSARIO AFP (RET)**  
Director General

CIVIL AVIATION AUTHORITY  
OF THE PHILIPPINES

**CERTIFIED TRUE COPY**

 10-14-2025  
**MADONNA L. OROCIO**  
Records Officer III  
Central Records and  
Archives Division



**ANNEX**  
**CONTENT OF 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 & 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**

Digital fillable pdf form is available at [caap.gov.ph](http://caap.gov.ph) or can be requested from CAAP OPCEN Division

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](mailto:opcen@caap.gov.ph) (e-mail)

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