

GUIDANCE
ON MANDATORY OCCURRENCE REPORTING (MOR)

State Civil Aviation Agency of the Republic of Azerbaijan

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SCAA

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0.4. DISTRIBUTION CONTROL

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0.5. AMENDMENTS AND REVISIONS

Edition/ Revision №:	Date of Edition/ Revision:	Inserted by:	Para/ Page	Effective date:
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Edition: - *Release of a document having incorporated all previous revisions until the current version. New edition of a document will not show revised text in blue color. Current edition of a document shown on each page in footer.*

Revision: *- A change made to a part of document, where it is reflected with blue text or accompanied with a vertical line on right side of a document. Basic information on revisions (number and date) given in the List of effective Pages and indicated in header of affected page and in context itself.*

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0.6. TERMS

For the purpose of this Guidance:

Occurrence means an operational interruption, defect, fault or other irregular circumstance that has or may have influenced flight safety and that has not resulted in an accident or serious incident, hereinafter referred to as 'accident or serious incident';

Disidentification means removing from reports submitted all personal details pertaining to the reporter and technical details which might lead to the identity of the reporter, or of third parties, being inferred from the information.

Performed Work means the amount of cycles, legs, hours, and others, that directly shows how many works are performed by reporter. The type of reported performed work will be determine by CAA. It will be done to get real rates of reported occurrences and will be used to get rates only without any production monitoring.

SCAA Officer means any person from SCAA responsible for safety data collection and processing.

Unmanned Aircraft ('UA') means any aircraft operating or designed to operate autonomously or to be piloted remotely without a pilot on board.

0.7. ABBREVIATION

ACAS RAs	Airborne Collision Avoidance System Resolution Advisory
AC/DC	Alternating Current/Direct Current
AOC	Air Operator Certificate
ATC	Air Traffic Control
ATM	Air Traffic Management
SCAA	State Civil Aviation Authority
EASA	European Aviation Safety Agency
ETOPS	*Extended-range Twin-engine Operational Performance Standards*
FOD	Foreign Object Damage
GPWS/ TAWS	Ground Proximity Warning System/ Terrain Avoidance and Warning System
MEL	Minimum Equipment List
MMEL	Master Minimum Equipment List or Master Minimum Equipment List Supplement
MOR	Mandatory Occurrence Report
RVSM	Reduced Vertical Separation Minimum
RNAV	Area Navigation
SCAA	State Civil Aviation Agency of the Republic of Azerbaijan
UA	Unmanned Aircraft
Q-Pulse	Integrated Management System used be SCAA
ANS	Air Navigation Services
V1	Decision speed
ft	feet
CRM	Crew Resource Management
SSR	Secondary Surveillance Radar
PSE	Principal Structural Element
APU	Auxiliary Power Units
LOTC	Loss of Thrust or Power Control
CFIT	Controlled Flight Into Terrain

0.8. TERMS SHALL, SHOULD, MAY

The following terms shall have the meaning outlined below:

“Shall” - An action verb in the imperative sense means that the application of a rule or procedure or provision is mandatory.

“Should” - Means that the application of a procedure or provision is recommended.

“May” - Means that the application of a procedure or provision is optional.

0.9. ADMINISTRATION AND CONTROL

This document is published as a book on A4-sized sheets. The PDF files will be locked and signed to prevent changes.

This document is regularly revised and amended. All personnel must be familiarized with all revisions done.

This document will be Amended and Revised in accordance with requirements of “Documentation and Control” procedure.

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1. GENERAL

1.1. APPLICABILITY

This guidance is applicable to all operators certificated by the SCAA. In the case of organizations providing a service or facility for aircraft operating over or in the Republic of Azerbaijan (e.g. Air Traffic Services, airfields, etc.) any occurrence meeting the required criteria should be reported regardless of the nationality of the aircraft involved. For more detailed information see Chapter 2.1.1.

1.2. OBJECTIVE

The objective of this Guidance is to contribute to the improvement of air safety by ensuring that relevant information on safety is reported, collected, stored, protected and disseminated. The sole objective of occurrence reporting is the prevention of accidents and incidents and not to attribute blame or liability.

1.3. REFERENCES

The following document are used as a reference for this guidance:

- ICAO Annex 13 and 19;
- EASA REGULATION (EU) No 376/2014;
- AAR-OPS 1;
- AAR-OPS 3.

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2. REPORTING

2.1. WHO IS OBLIGATED TO REPORT …?

2.1.1. It is required that occurrences covered by MOR List are reported to the SCAA by every person listed below in the exercise of his/her functions:

(a) the operator or commander of a turbine-powered or a public transport aircraft used by an operator for which a State ensures safety oversight of operations;

(b) a person who carries on the business of designing, manufacturing, maintaining or modifying a turbine-powered or a public transport aircraft, or any equipment or part thereof, under the oversight of a SCAA;

(c) a person who signs a certificate of maintenance review, or of release to service in respect of a turbine-powered or a public transport aircraft, or any equipment or part thereof, under the oversight of a State;

(d) a person who performs a function which requires him to be authorized by a State as an air traffic controller or as a flight information officer;

(e) a manager of an airport;

(f) a person who performs a function connected with the installation, modification, maintenance, repair, overhaul, flight-checking or inspection of air navigation facilities for which a SCAA ensures responsibility;

(g) a person who performs a function connected with the ground-handling of aircraft, including fueling, servicing, loadsheet preparation, loading, de-icing and towing at an airport.

2.2.1. State will encourage voluntary reporting by every person who exercises, in other civil aviation operations, functions similar to those listed in paragraph 2.1.1.

2.2. COLLECTION AND STORAGE OF INFORMATION

2.2.1. SCAA is responsible authorities for putting in place a mechanism to collect, evaluate, process and store occurrences reported.

2.2.2. The competent authorities will store the reports collected in their databases.

2.2.3. Accidents and serious incidents will be also stored in these databases.

2.3. WHAT TO REPORT …?

The main two parts of data shall be provided to SCAA by each person described in “2.1. Who is obligated to report”:

- Report any happened occurrence listed in MOR (Mandatory Occurrence Report) List
- Send the performed work report. The report shall be sent each 10-th day of each month.

2.4. HOW TO REPORT...?

Main E-Mail address: sms@caa.gov.az

CAA's Q-Pulse: qpulse01.caa.gov.az

(1) If you never send the performed work report to SCAA, send the offered type(s) of the report. The SCAA officer will determine the acceptance of the type(s).

(2) If you already have set up the report type(s), send it every 10th day of each month even if you have no reported occurrences for the period.

(3) Any happened MOR listed occurrence shall be reported within 72 hours from the time of the occurrence.

(4) Use any possible way to send the MO report to SCAA. The preferable way to send the report is to use digital forms inside the SCAA's Q-Pulse System (This way requires the q-pulse registration. The registration will be provided by request. Send the q-pulse registration request to the E-Mail).

(5) If you have no way to use Q-Pulse, you are allowed to send the direct e-mail. In that case, you have to provide the necessary information in free form text or you can use any possible format of files to attach it to the e-mail. The standard form can be found below in Reporting Forms Chapter.

(6) The SCAA officer may contact to you to get a full information, if the provided information is unsatisfactory.

3. MOR LIST

ANNEX I

List of aircraft operations, maintenance, repair, and manufacture-related occurrences to be reported

Note 1: *Although this Annex lists the majority of reportable occurrences, it cannot be completely comprehensive. Any other occurrences, which are judged by those involved to meet the criteria, should also be reported.*

Note 2: *This Annex does not include accidents. In addition to other requirements covering the notification of accidents they should also be recorded in the database.*

Note 3: *This Annex contains examples of reporting requirements covering aircraft operations, maintenance, repair and manufacture.*

Note 4: *Occurrences to be reported are those where the safety of operation was or could have been endangered or which could have led to an unsafe condition. If in the view of the reporter an occurrence did not endanger the safety of the operation but if repeated in different but likely circumstances would create a hazard, then a report should be made. What is judged to be reportable on one class of product, part or appliance may not be so on another and the absence or presence of a single factor, human or technical, can transform an occurrence into an accident or serious incident.*

Note 5: *Specific operational approvals, e.g. RVSM, ETOPS, RNAV, or a design or maintenance programme, may have specific reporting requirements for failures or malfunctions associated with that approval or programme.*

3.1. AIRCRAFT FLIGHT OPERATIONS

3.1.1. OPERATION OF THE AIRCRAFT

(a) avoidance maneuvers:

- risk of collision with another aircraft, terrain or other object or an unsafe situation when avoidance action would have been appropriate;
- an avoidance maneuver required to avoid a collision with another aircraft, terrain or other object;
- an avoidance maneuver to avoid other unsafe situations.

(b) Take-off or landing incidents, including precautionary or forced landings. Incidents such as under-shooting, overrunning or running off the side of runways. Take-offs, rejected take-offs, landings or attempted landings on a closed, occupied or incorrect runway. Runway incursions.

(c) Inability to achieve predicted performance during take-off or initial climb.

(d) Critically low fuel quantity or inability to transfer fuel or use total quantity of usable fuel.

(e) Loss of control (including partial or temporary) regardless of cause.

(f) Occurrences close to or above V_1 resulting from or producing a hazardous or potentially hazardous situation (e.g. rejected take-off, tail strike, engine-power loss etc.).

(g) Go around producing a hazardous or potentially hazardous situation.

(h) Unintentional significant deviation from airspeed, intended track or altitude (more than 300 ft) regardless of cause.

(i) Descent below decision height/altitude or minimum descent height/altitude without the required visual reference.

(j) Loss of position awareness relative to actual position or to other aircraft.

(k) Breakdown in communication between flight crew (CRM) or between flight crew and other parties (cabin crew, ATC, engineering).

(l) Heavy landing — a landing deemed to require a 'heavy landing check'.

(m) Exceedance of fuel imbalance limits.

(n) Incorrect setting of an SSR code or of an altimeter subscale.

(o) Incorrect programming of, or erroneous entries into, equipment used for navigation or performance calculations, or use of incorrect data.

(p) Incorrect receipt or interpretation of radio-telephony messages.

(q) Fuel system malfunctions or defects, which had an effect on fuel supply and/or distribution.

(r) Aircraft unintentionally departing from a paved surface.

(s) Collision between an aircraft and any other aircraft, vehicle or other ground object.

(t) Inadvertent and/or incorrect operation of any controls.

(u) Inability to achieve the intended aircraft configuration for any flight phase (e.g. landing gear and gear doors, flaps, stabilizers, slats etc.).

(v) A hazard or potential hazard which arises as a consequence of any deliberate simulation of failure conditions for training, system checks or training purposes.

(w) Abnormal vibration.

(x) Operation of any primary warning system associated with maneuvering the aircraft e.g. configuration warning, stall warning (stick shaker), over-speed warning etc. unless:

(1) the crew conclusively established that the indication was false and provided that the false warning did not result in difficulty or hazard arising from the crew response to the warning; or

(2) operated for training or test purposes.

(y) GPWS/TAWS 'warning' when:

(1) the aircraft comes into closer proximity to the ground than had been planned or anticipated; or

(2) the warning is experienced in instrument meteorological conditions or at night and is established as having been triggered by a high rate of descent (mode 1); or

(3) the warning results from failure to select landing gear or landing flaps by the appropriate point on the approach (mode 4); or

(4) any difficulty or hazard arises or might have arisen as a result of crew response to the 'warning' e.g. possible reduced separation from other traffic. This could include warning of any mode or type i.e. genuine, nuisance or false.

(z) GPWS/TAWS 'alert' when any difficulty or hazard arises or might have arisen as a result of crew response to the 'alert'.

(aa) ACAS RAs.

(bb) Jet or prop blast incidents resulting in significant damage or serious injury.

(cc) Any occurrence and other safety-related event involving unmanned aircraft.

3.1.2. EMERGENCIES

(a) Fire, explosion, smoke or toxic or noxious fumes, even though fires were extinguished.

(b) The use of any non-standard procedure by the flight or cabin crew to deal with an emergency when:

(1) the procedure exists but is not used;

(2) the procedure does not exist;

(3) the procedure exists but is incomplete or inappropriate;

(4) the procedure is incorrect;

(5) the incorrect procedure is used.

(c) Inadequacy of any procedures designed to be used in an emergency, including when being used for maintenance, training or test purposes.

(d) An event leading to an emergency evacuation.

(e) Depressurization.

(f) The use of any emergency equipment or prescribed emergency procedures in order to deal with a situation.

(g) An event leading to the declaration of an emergency ('MAYDAY' or 'PANNE').

(h) Failure of any emergency system or equipment, including all exit doors and lighting, to perform satisfactorily, including when being used for maintenance, training or test purposes.

(i) Events requiring any use of emergency oxygen by any crew member.

3.1.3. CREW INCAPACITATION

(a) Incapacitation of any member of the flight crew, including that which occurs prior to departure if it is considered that it could have resulted in incapacitation after take-off.

(b) Incapacitation of any member of the cabin crew which renders them unable to perform essential emergency duties.

3.1.4. INJURY

Occurrences, which have or could have led to significant injury to passengers or crew but which are not considered reportable as an accident.

3.1.5. METEOROLOGY

(a) A lightning strike which resulted in damage to the aircraft or loss or malfunction of any essential service.

(b) A hail strike which resulted in damage to the aircraft or loss or malfunction of any essential service.

(c) Severe turbulence encounter, an encounter resulting in injury to occupants or deemed to require a 'turbulence check' of the aircraft.

(d) A windshear encounter.

(e) Icing encounter resulting in handling difficulties, damage to the aircraft or loss or malfunction of any essential service.

3.1.6. SECURITY

(a) Unlawful interference with the aircraft including a bomb threat or hijack.

(b) Difficulty in controlling intoxicated, violent or unruly passengers.

(c) Discovery of a stowaway.

(d) Any occurrence and other security-related event involving unmanned aircraft.

3.1.7. OTHER OCCURRENCES

(a) Repetitive instances of a specific type of occurrence which in isolation would not be considered 'reportable' but which due to the frequency with which they arise, form a potential hazard.

(b) A bird strike which resulted in damage to the aircraft or loss or malfunction of any essential service.

(c) Wake-turbulence encounters.

(d) Any other occurrence of any type considered to have endangered or which might have endangered the aircraft or its occupants on board the aircraft or on the ground.

(e) Any occurrence and other safety-related event involving unmanned aircraft.

3.2. AIRCRAFT TECHNICAL

3.2.1. STRUCTURAL

Not all structural failures need to be reported. Engineering judgment is required to decide whether a failure is serious enough to be reported. The following examples can be taken into consideration:

(a) damage to a principal structural element (PSE) that has not been designated as damage-tolerant (life-limited element). PSEs are those which contribute significantly to carrying flight, ground, and pressurization loads, and the failure of which could result in a catastrophic failure of the aircraft;

(b) defect or damage exceeding admissible damages to a PSE that has been designated as damage-tolerant;

(c) damage to or defect exceeding allowed tolerances of a structural element, the failure of which could reduce the structural stiffness to such an extent that the required flutter, divergence or control reversal margins are no longer achieved;

(d) damage to or defect of a structural element, which could result in the liberation of items of mass that may injure occupants of the aircraft;

(e) damage to or defect of a structural element, which could jeopardise proper operation of systems. See p.3.2.2 below;

(f) loss of any part of the aircraft structure in flight.

3.2.2. SYSTEMS

The following general criteria applicable to all systems are proposed:

(a) loss, significant malfunction or defect of any system, subsystem or set of equipment when standard operating procedures, drills etc. could not be satisfactorily accomplished;

(b) inability of the crew to control the system, for example:

(1) uncommanded actions,

(2) incorrect and/or incomplete response, including limitation of movement or stiffness,

(3) runaway,

(4) mechanical disconnection or failure;

(c) failure or malfunction of the exclusive function(s) of the system (one system could integrate several functions);

(d) interference within or between systems;

(e) failure or malfunction of the protection device or emergency system associated with the system;

(f) Loss of redundancy of the system.

(g) Any occurrence resulting from unforeseen behavior of a system.

(h) For aircraft types with single main systems, subsystems or sets of equipment:

loss, significant malfunction or defect in any main system, subsystem or set of equipment.

(i) For aircraft types with multiple independent main systems, subsystems or sets of equipment: the loss, significant malfunction or defect of more than one main system, subsystem or set of equipment.

(j) Operation of any primary warning system associated with aircraft systems or equipment unless the crew conclusively established that the indication was false, provided that the false warning did not result in difficulty or hazard arising from the crew response to the warning.

(k) Leakage of hydraulic fluids, fuel, oil or other fluids which resulted in a fire hazard or possible hazardous contamination of aircraft structure, systems or equipment, or risk to occupants.

(l) Malfunction or defect of any indication system when this results in the possibility of misleading indications to the crew.

(m) Any failure, malfunction or defect if it occurs at a critical phase of the flight and is relevant to the system operation.

(n) Significant shortfall of the actual performances compared to the approved performance which resulted in a hazardous situation (taking into account the accuracy of the performance-calculation method) including braking action, fuel consumption etc.

(o) Asymmetry of flight controls; e.g. flaps, slats, spoilers etc.

The Appendix 1 gives a list of examples of reportable occurrences resulting from the application of these general criteria to specific systems.

3.2.3. PROPULSION (INCLUDING ENGINES, PROPELLERS AND ROTOR SYSTEMS) AND AUXILIARY POWER UNITS (APUS)

(a) Flameout, shutdown or malfunction of any engine.

(b) Overspeed or inability to control the speed of any high-speed rotating component (for example: APU, air starter, air cycle machine, air turbine motor, propeller or rotor).

(c) Failure or malfunction of any part of an engine or powerplant resulting in any one or more of the following:

(1) non-containment of components/debris;

(2) uncontrolled internal or external fire, or hot gas breakout;

(3) thrust in a direction different from that demanded by the pilot;

(4) thrust-reversing system failing to operate or operating inadvertently;

(5) inability to control power, thrust or rpm;

(6) failure of the engine mount structure;

(7) partial or complete loss of a major part of the powerplant;

(8) dense visible fumes or concentrations of toxic products sufficient to incapacitate crew or passengers;

(9) inability, by use of normal procedures, to shutdown an engine;

(10) inability to restart a serviceable engine.

(d) An uncommanded thrust/power loss, change or oscillation which is classified as a loss of thrust or power control (LOTC):

(1) for a single-engine aircraft; or

(2) where it is considered excessive for the application; or

(3) where this could affect more than one engine in a multi-engine aircraft, particularly in the case of a twin-engine aircraft; or

(4) for a multi-engine aircraft where the same, or similar, engine type is used in an application where the event would be considered hazardous or critical.

(e) Any defect in a life-controlled part causing its withdrawal before completion of its full life.

(f) Defects of common origin which could cause an in-flight shut-down rate so high that there is the possibility of more than one engine being shut down on the same flight.

(g) An engine limiter or control device failing to operate when required or operating inadvertently.

(h) Exceedance of engine parameters.

(i) FOD resulting in damage.

Propellers and transmission

(j) Failure or malfunction of any part of a propeller or powerplant resulting in any one or more of the following:

(1) an overspeed of the propeller;

(2) the development of excessive drag;

(3) a thrust in the opposite direction to that commanded by the pilot;

(4) a release of the propeller or any major portion of the propeller;

(5) a failure that results in excessive imbalance;

(6) the unintended movement of the propeller blades below the established minimum in-flight low-pitch position;

(7) an inability to feather the propeller;

(8) an inability to change propeller pitch;

(9) an uncommanded change in pitch;

(10) an uncontrollable torque or speed fluctuation;

(11) the release of low-energy parts;

Rotors and transmission

(k) Damage or defect of main rotor gearbox/attachment which could lead to in-flight separation of the rotor assembly and/or malfunctions of the rotor control;

(l) Damage to tail rotor, transmission and equivalent systems;

APUs

(m) Shut down or failure when the APU is required to be available by operational requirements, e.g. ETOPS;

MEL

(n) Inability to shut down the APU;

(o) Overspeed;

(p) Inability to start the APU when needed for operational reasons.

3.2.4. HUMAN FACTORS

Any incident where any feature or inadequacy of the aircraft design could have led to an error of use that could contribute to a hazardous or catastrophic effect.

3.2.5. OTHER OCCURRENCES

(a) Any incident where any feature or inadequacy of the aircraft design could have led to an error of use that could contribute to a hazardous or catastrophic effect.

(b) An occurrence not normally considered as reportable (e.g., furnishing and cabin equipment, water systems), where the circumstances resulted in endangering the aircraft or its occupants.

(c) A fire, explosion, smoke or toxic or noxious fumes.

(d) Any other event which could endanger the aircraft, or affect the safety of the occupants of the aircraft, or people or property in the vicinity of the aircraft or on the ground.

(e) Failure or defects of passenger address system resulting in loss of, or inaudible, passenger address system.

(f) Loss of pilot seat control during flight.

(g) Any occurrence and other safety-related event involving unmanned aircraft.

3.3. AIRCRAFT MAINTENANCE AND REPAIR

(i) Incorrect assembly of parts or components of the aircraft found during an inspection or test procedure not intended for that specific purpose.

(ii) Hot bleed air leak resulting in structural damage.

(iii) Any defect in a life-controlled part causing retirement before completion of its full life.

(iv) Any damage or deterioration (e.g. fractures, cracks, corrosion, delamination, signaling etc.) resulting from any cause (e.g. as flutter, loss of stiffness or structural failure) to:

(a) a primary structure or a PSE (as defined in the manufacturers' Repair Manual) where such damage or deterioration exceeds allowable limits specified in the Repair Manual and requires a repair or complete or partial replacement;

(b) a secondary structure which consequently has or may have endangered the aircraft;

(c) the engine, propeller or rotorcraft rotor system.

(v) Any failure, malfunction or defect of any system or equipment, or damage or deterioration thereof found as a result of compliance with an airworthiness directive or other mandatory instruction issued by a regulatory authority, when:

(a) it is detected for the first time by the reporting signaling on implementing compliance;

(b) on any subsequent compliance, it exceeds the permissible limits quoted in the instruction and/or published repair/rectification procedures are not available.

(vi) Failure of any emergency system or equipment, including all exit doors and lighting, to perform satisfactorily, including when being used for maintenance or test purposes.

(vii) Non-compliance or significant errors in compliance with required maintenance procedures.

(viii) Products, parts, appliances and materials of unknown or suspect origin.

(ix) Misleading, incorrect or insufficient maintenance data or procedures that could lead to maintenance errors.

(x) Any failure, malfunction or defect of ground equipment used for testing or checking of aircraft systems and equipment when the required routine inspection and test procedures did not clearly identify the problem, where this results in a hazardous situation.

3.4. AIR NAVIGATION SERVICES, FACILITIES AND GROUND SERVICES

3.4.1. AIR NAVIGATION SERVICES (ANS)

See Annex II, list of reportable ans-related occurrences.

3.4.2. AERODROME AND AERODROME FACILITIES

(a) Significant spillage during fueling operations.

(b) Loading of incorrect fuel quantities likely to have a significant effect on aircraft endurance, performance, balance or structural strength.

3.4.3. HANDLING OF PASSENGERS, BAGGAGE AND CARGO

(a) Significant contamination of aircraft structure, systems and equipment arising from the carriage of baggage or cargo.

(b) Incorrect loading of passengers, baggage or cargo, likely to have a significant effect on aircraft mass and/or balance.

(c) Incorrect stowage of baggage or cargo (including hand baggage) likely in any way to endanger the aircraft, its equipment or occupants or to impede emergency evacuation.

(d) Inadequate stowage of cargo containers or other substantial items of cargo.

(e) Carriage or attempted carriage of dangerous goods in contravention of applicable regulations, including incorrect signaling and packaging of dangerous goods.

3.4.4. AIRCRAFT GROUND HANDLING AND SERVICING

(a) Failure, malfunction or defect of ground equipment used for the testing or checking of aircraft systems and equipment when the required routine inspection and test procedures did not clearly identify the problem, where this results in a hazardous situation.

(b) Non-compliance or significant errors in compliance with required servicing procedures.

(c) Loading of contaminated or incorrect type of fuel or other essential fluids (including oxygen and potable water).

ANNEX II

List of air navigation services related occurrences to be reported

Note 1: *Although this Annex lists the majority of reportable occurrences, it cannot be completely comprehensive. Any other occurrences, which are judged by those involved to meet the criteria, should also be reported.*

Note 2: *This Annex does not include accidents and serious incidents. In addition to other requirements covering the notification of accidents.*

Note 3: *This Annex includes ANS occurrences which pose an actual or potential threat to flight safety, or can compromise the provision of safe ANS services.*

Note 4: *The contents of this Annex shall not preclude the reporting of any occurrence, situation or condition which, if repeated in different but likely circumstances or allowed to continue uncorrected, could create a hazard to aircraft safety.*

(i) **Near collision incidents (encompassing specific situations where one aircraft and another aircraft/ unmanned aircraft /the ground/a vehicle/person or object are perceived to be too close to each other):**

(a) separation minima infringement;

(b) inadequate separation;

(c) near-controlled flight into terrain (near CFIT);

(d) runway incursion where avoiding action was necessary.

(ii) **Potential for collision or near collision (encompassing specific situations having the potential to be an accident or a near collision, if another aircraft or unmanned aircraft is in the vicinity):**

(a) runway incursion where no avoiding action is necessary;

(b) runway excursion

(c) aircraft deviation from ATC clearance;

(d) aircraft deviation from applicable air traffic management (ATM) regulation:

(1) aircraft deviation from applicable published ATM procedures;

(2) unauthorized penetration of airspace;

(3) deviation from aircraft ATM-related equipment carriage and operations, as mandated by applicable regulation(s).

(iii) **ATM-specific occurrences (encompassing those situations where the ability to provide safe ATM services is affected, including situations where, by chance, the safe operation of aircraft has not been jeopardized).**

This shall include the following occurs:

(a) inability to provide ATM services:

(1) inability to provide air traffic services;

(2) inability to provide airspace management services;

(3) inability to provide air traffic flow management services;

(b) failure of Communication function;

(c) failure of Surveillance function;

(d) failure of Data Processing and Distribution function;

(e) failure of Navigation function;

(f) ATM system security.

(g) Any occurrence and other safety-related event involving unmanned aircraft.

APPENDIX TO ANNEX I

The following subparagraphs give examples of reportable occurrences resulting from the application of the general criteria to specific systems listed in paragraph B(ii) of Annex I.

1. Air conditioning/ventilation

(a) complete loss of avionics cooling

(b) depressurization.

2. Autoflight system

(a) failure of the autoflight system to achieve the intended operation while engaged

(b) significant reported crew difficulty to control the aircraft linked to autoflight system functioning

(c) failure of any autoflight system disconnect device

(d) uncommanded autoflight mode change.

3. Communications

(a) failure or defect of passenger address system resulting in loss of or inaudible passenger address

(b) total loss of communication in flight.

4. Electrical system

(a) loss of one electrical distribution system (AC/DC)

(b) total loss or loss of more than one electrical generation system

(c) failure of the backup (emergency) electrical generation system.

5. Cockpit/Cabin/Cargo

(a) pilot seat control loss during flight

(b) failure of any emergency system or equipment, including emergency evacuation signaling system, all exit doors, emergency lighting, etc.

(c) loss of retention capability of the cargo loading system.

6. Fire protection system

(a) fire warnings, except those immediately confirmed as false

(b) undetected failure or defect of fire/smoke detection/protection system, which could lead to loss or reduced fire detection/protection

(c) absence of warning in case of actual fire or smoke.

7. Flight controls

(a) asymmetry of flaps, slats, spoilers, etc.

(b) limitation of movement, stiffness or poor or delayed response in the operation of primary flight control systems or their associated and lock systems

(c) flight control surface runaway

(d) flight control surface vibration felt by the crew

(e) mechanical flight control disconnection or failure

(f) significant interference with normal control of the aircraft or degradation of flying qualities.

8. Fuel system

(a) fuel quantity indicating system malfunction resulting in total loss or wrong indication of fuel quantity on board

(b) leakage of fuel which resulted in major loss, fire hazard, significant contamination

(c) malfunction or defects of the fuel jettisoning system which resulted in inadvertent loss of significant quantity, fire hazard, hazardous contamination of aircraft equipment or inability to jettison fuel

(d) fuel system malfunctions or defects which had a significant effect onIel supply and/or distribution

(e) inability to transfer or use total quantity of usable fuel.

9. Hydraulics

(a) loss of one hydraulic system (ETOPS only)

(b) failure of the isolation system

(c) loss of more than one hydraulic circuit

(d) failure of the back-up hydraulic system

(e) inadvertent ram air turbine extension.

10. Ice detection/protection system

(a) undetected loss or reduced performance of the anti-ice/de-ice system

(b) loss of more than one of the probe-heating systems

(c) inability to obtain symmetrical wing de-icing

(d) abnormal ice accumulation leading to significant effects on performance or handling qualities

(e) crew vision significantly affected.

11. Indicating/warning/recording systems

(a) malfunction or defect of any indicating system when the possibility of significant misleading indications to the crew could result in an inappropriate crew action on an essential system) loss of a red warning function on a system

(b) for glass cockpits: loss or malfunction of more than one display unit or computer involved in the display/ warning function.

12. Landing gear system/brakes/tires

(a) brake fire

(b) significant loss of braking action

(c) asymmetrical braking action leading to significant path deviation

(d) failure of the landing gear free fall extension system (including during scheduled tests)

(e) unwanted landing gear or gear doors extension/retraction

(f) multiple tire burst.

13. Navigation systems (including precision approach systems) and air data systems

(a) total loss or multiple navigation equipment failures

(b) total or multiple air data system equipment failures

(c) significant misleading indications

(d) significant navigation errors attributed to incorrect data or a database coding error

(e) unexpected deviations in lateral or vertical path not caused by pilot input

(f) problems with ground navigational facilities leading to significant navigation errors not associated with transitions from inertial navigation mode to radio navigation mode.

14. Oxygen for pressurized aircraft

(a) loss of oxygen supply in the cockpit

(b) loss of oxygen supply to a significant number of passengers (more than 10 %), including when found during maintenance or training or test purposes.

15. Bleed air system

(a) hot bleed air leak resulting in fire warning or structural damage

(b) loss of all bleed air systems

(c) failure of bleed air leak detection system.

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APPENDIX TO ANNEX II

The following subparagraphs give examples of reportable ATM occurrences resulting from the application of the general criteria listed in paragraph (iii) of Chapter 3 to aircraft operations.

1) Provision of significantly incorrect, inadequate or misleading information from any ground sources, e.g. air traffic control (ATC), automatic terminal information service (ATIS), meteorological services, navigation databases, maps, charts, manuals, etc.

2) Provision of less than prescribed terrain clearance.

3) Provision of incorrect pressure reference data (i.e. altimeter setting).

4) Incorrect transmission, receipt or interpretation of significant messages when this results in a hazardous situation.

5) Separation minima infringement.

6) Unauthorised penetration of airspace.

7) Unlawful radio communication transmission.

8) Failure of ANS ground or satellite facilities.

9) Major ATC/ATM failure or significant deterioration of aerodrome infrastructure.

10) Aerodrome movement areas obstructed by aircraft, vehicles, animals or foreign objects, resulting in a hazardous or potentially hazardous situation.

11) Errors or inadequacies in marking of obstructions or hazards on aerodrome movement areas resulting in a hazardous situation.

12) Failure, significant malfunction or unavailability of airfield lighting.

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APPENDIX: FORMS (EXAMPLES)

ATS ENGINEERING OCCURRENCE REPORT (F-SMS-001)

ATS ENGINEERING OCCURRENCE REPORT

NOTES: (i) See Instructions and Expanatory Notes;
(ii) When completed please send to : State Cvil Aviation Agency of the Republic of Azerbaijan

Fax:
Tel:

(iii) Complete and /or check boxes/fields 1-25 as appropriate.

Original to FSD
Make additional photocopies as required

1. CATEGORIES OF OCCURRENCE

☐ ACCIDENT ☐ INCIDENT ☐ PROCEDURAL ☐ FAILURE ☐ HAZARD

2. OCCURRENCE LOCATION	3. DATE / 4. Time	5. DURATION ON	6. ATS FACILTY	7. SERVICE AFFECTED
			–SELECT–	AIR NAVIGATION

8. EQUIPMENT TYPE/MANUFACTURER	9. FREQUENCY	10. CALLSIGN	11.EQUIPMENT LOCATION

12.FACILITY CONFIGURATION	13. EQUIPMENT STATUS	14. PREVIOUS DEFECTS /OCCURRENCES?	15.RTF FREQUENCIES/RADAR SOURCE
–SELECT– –SELECT–	–SELECT–	–SELECT–	

16. NARRATIVE	17.Recordings impounded	18. Can the information be disseminated in the interest of flight safety?	19. Other fault report action
use a diagram if necessary (attach copies of all relevant information)	–SELECT–	YES ☐ NO ☐	

20. Name	21. Organization/ Position continue on additional forms if necessary	22. Start time and duration of shift	23. Address & Phone (if reporter wishes to be contacted privately)

24. Signature	25. Date

See the reverse side for the explanation of terms and use

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ADVICE ON THE COMPLETION OF THE CAA ATS ENGINEERING MOR FORM

USE AND EXPLANATION OF TERMS IN BOXES

BOX 1:

Check one or more category of occurrence.

ACCIDENT / INCIDENT: A reportable occurrence

PROCEDURAL: A reportable occurrence attributed to procedural aspects including operation and maintenance of any facility on the ground.

FAILURE: A reportable occurrence attributed to any defect in or malfunctioning of any facility on the ground.

HAZARD: A potential accident, incident or failure.

EXPLANATORY NOTES

GENERAL: Complete all boxes. If NOT APPLICABLE use N/A, or if NOT KNOWN use N/K. Jargon and uncommon abbreviations must be avoided.

BOX 5: The period over which the Occurrence condition existed. Instantaneous, indefinite or unknown classifications **must** be identified

BOX 6: The facility type **must** be marked.

BOX 7: More than one element **could** be selected.

DETAILS OF THE EQUIPMENT ATTRIBUTING TO THE OCCURRENCE

BOX 9: **Frequency** (Radio) appropriate to equipment and occurrence, if applicable

BOX 10: **Callsign** - Navaid identification, SSR code or RTF callsign.

BOX 11: **Location** - Identify station or other physical location of equipment

BOX 12: More than one element **could** be identified. Additional channels, diversity, etc. must be stated where applicable. External information source completed with equipment and/or the station/location.

BOX 13: More than one element **could** be selected. The categories apply to the subject equipment at the time of the Occurrence.

BOX 15: Identification of appropriate RTF frequencies/radar source is necessary to secure recordings which may be vital to subsequent investigations.

BOX 17: If records impounded, state source, effective date and retaining station.

BOX 19: Other fault reporting action, including contact with agencies, must be stated. It is important to ensure that any involved agency is informed of the reporting action. Normal, immediate fault action takes precedence over MOR reporting action.

CONFIDENTIAL REPORTS

A report may be submitted confidentially. Please clearly annotate the top of the form "CONFIDENTIAL". The second copy need not be forwarded to local management. BOXES 20 to 25 should be completed. The SCAA will respect the confidentiality and the assigned person will contact you personally.

ATS OCCURRENCE REPORTING FORM (F-SMS-002)

ATS OCCURRENCE REPORTING FORM

for ATS personnel to report an occurrence caused by an aircraft or vehicle, by your own or another Unit, an allege violation of ATS provisions or clearances, equipment/ATC Procedures shortcomings, etc.

1. DATE / TIME OF OCCURRENCE (IN UTC)					2. DAY OR NIGHT	3. GEOLOCATION OF OCCURRENCE
YY	MM	DD	hh	mm	–SELECT–	

4. AIRCRAFT INVOLVED

OPERATOR	CALL SIGN AND REGISTRATION	TYPE	ADEP	ADES	FLT ALTITUDE OR HEIGHT	
					ACTUAL	DEARED

SSR CODE	MODE C	RELEVANT ROUTE SEGMENT	FLT RULES	
				IFR VFR Spec
				IFR VFR Spec

5. RTF FREQUENCY / COMMUNICATION AND SURVEILLANCE EQUIPMENT USED	6. CLASS OF ATC AIRSPACE	7. TYPE OF AIRCRAFT SERVICE
	A ☐ C ☐ E ☐ G ☐ B ☐ D ☐ F ☐	

8. ESTIMATED VERTICAL DISTANCE (METERS/FEET)	10. AUTOMATED WARNING SYSTEM
	–SELECT–
9. ESTIMATED HORIZONTAL DISTANCE (NM/KM/MINUTES)	**11. TRAFFIC INFORMATION GIVEN**
	–SELECT–
13. WAS WEATHER CONSIDERED RELEVANT? (IF YES, INCLUDE DETAILS IN BOX 14)	**12. HAVE YOU REVIEWED RELEVANT RTF AND/OR SURVEILLANCE**
–SELECT–	–SELECT–

14. DESCRIPTION OF OCCURRENCE WITH DIAGRAM, IF NECESSARY; CAUSES AND FACTORS BELIEVED RELEVANT TO OCCURRENCE; SUGGESTED CHANGES AND IMPROVEMENTS, IF APPROPRIATE

USE ADDITIONAL FORMS IF NECESSARY

15. ASSESSMENT OF WORKLOAD	16. TIME SINCE LAST BREAK	17. START TIME OF SHIFT		18. NAME OF YOUR ATS/UNIT ANS SECTOR
–SELECT–		UTC	LT	

19. ON DUTY AS:	FOR OFFICE USE ONLY:
	When completed, please send to: State Civil Aviation Agency of the Republic of Azerbaijan
20. YOUR NAME AND LOCAL DATE	Fax:
	Tel:

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FLIGHT CREW AIR SAFETY REPORT (F-SMS-003)

FLIGHT CREW AIR SAFETY REPORT

1. EVENT	AIRPROX	ATC PROCEDURAL	TCAS RA	WAKE TURB	BIRD STRIKE	SECURITY
☐ ASR	☐ (BOX 31/32)	☐ (BOX 31/32)	☐ (BOX 31/32)	☐ (BOX 33)	☐ (BOX 34)	☐ (BOX 35)

TICK ALL WHAT APPLY INCLUDING RELEVANT BOXES ON REVERSE OF FORM

2. CAPT I/D doc. NO.	CO-PILOT I/D NO.	OTHER CREW

3. DATE OF OCCURRENCE	4. UTC / LT	5. FLT NO./CALLSIGN	6. SECTOR	7. TRANSPONDER
DD MM YYYY	-SELECT-		_ _ _ _ - _ _ _ _ FROM TO DIVERTE	

8.A/C TYPE	9.REGISTRATION	10. PAX/CREW	11. FUEL JETTISONED	12. ETOPS
		–SELECT–	KG	–SELECT–

13. ALTITUDE/Flt level	14.SPEED/MACH NR	15. A/C WEIGHT	16. TECH LOG REF

17. FLIGHT PHASE	18. AIRPORT AND STAND
–SELECT–	
	19. GOEG POSITION / CO-ORDS FIR/Way Point

20. MET	21. WX ACTUAL	22. SIGNIFICANT WX
IMC VMC_____KM	WIND VIS QNH CLOUD TEMP / km / °C _ _ _ _ _	–SELECT–

23. RUNWAY	24. RUNWAY STATE	25. CONFIGURATION
	RVR_ _ _ _ –SELECT–	A.PILOT / A.THRUST / GEAR / FLAP / SLAT / SPOILERS _

26. SUMMARY (CONCISE DESCRIPTION OF THE EVENTS INCLUDING OTHER A/C DETAILS IF APPLICABLE e.g. A/C TYPE, MARKINGS, COLOUR, LIGHTING etc.	MOR If you consider this event to be a Mandatory Occurrence please tick the box and it will be forwarded to the SCAA ☐

27. DELAY IF ANY	28. OTHER INFORMATION AND SUGGESTIONS FOR PREVENTIVE ACTION
☐	

29. ACTIONS AND RESULTS (ACTION TAKEN, THEIR RESULTS AND ANY SUBSEQUENT EVENT)

SEE THE REVERSE SIDE

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FLIGHT CREW AIR SAFETY REPORT (REVERSE SIDE)

30. STATION ENGINEER'S STATION MANAGERS REPORT

31. AIRPROX* / ATC PROCEDURAL* and/or TCAS RA* (*Delete as applicable)

Mark passage of other aircraft relative to you in plan on the left and in elevation on the right assuming YOU are at the center of each diagram. Indicate appropriate scale.

SEVERITY OF THE RISK TO A/C	–SELECT–	MINIMUM VERTICAL SEPARATION	_ FT
AVOIDING ACTION TAKEN	YES ☐ ☐ NO	MNIMUM HORIZONTAL SEPARATION	_ M /MM*
REPORTED TO ATC	_ UNIT	TCAS ALERT	–SELECT–
ATC INSTRUCTIONS ISSUED	FQ IN USE_	TYPE OF RA	
HEADING	_ DEG	WAS RA FOLLOWED YES ☐ NO ☐	(VERTIC. DEV. _ FT)
CLEARED ALTITUDE / FL*		WAS TCAS ALERT YES ☐ NO ☐	–SELECT–

32. AIRCRAFT POSITION DIAGRAM

View from above (horizontal plane: meters* ☐ or NM* ☐

View from astern (vertical plane: ft) ☐

33. WAKE TURBULENCE

HEADING	____ DEG
TURNING	-SELECT-
POSITION ON GLIDESLOPE	-SELECT-
POSITION ON EXTENDED CENTERLINE	-SELECT-
CHANGE IN ATTITDE PITCH___ROLL___YAW___DEG___	
CHANGE IN ALTITUDE	
WAS THERE BUFFET ☐ YES/NO ☐ STICK SHAKE?	☐ YES/NO ☐
WHAT MADE YOU SUSPECT WAKE TURBULENCE?	
DESCRIBE ANY VERTICAL ACCELERATION	
GIVE DETAILS OF PRECEDING A/C (TYPE/CALLSIGN etc)	
WERE YOU AWARE OF OTHER A/C BEFORE THE INCIDENT	☐ YES / NO ☐

34. BIRD STRIKE

TYPE OF BIRDS	–SELECT–
NUMBER SEEN	–SELECT–
NUMBER STRUCK	–SELECT–
TIME	–SELECT–

DESCRIBE IMPACT POINTS AND DAMAGE

35. SECRITY RELATED OCURRENCES

NARRATVE:

SIGNATURE	RANK

FILING INSTRUCTIONS

FLIGHT CREW	Immediatelly after landing hand to :
At "BAKU" CONTROLLER:	DUTY OPERATIONS
At All Other Stations	DUTY MANAGER
REPORTING OFFICIAL	on receipt forward immediately to:

State Civil Aviation Agency of the Republic of Azerbaijan
Fax:
Tel:
ORIGINAL TO SCAA — CHIEF SAFETY DEPARTMENT

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CONFIDENTIAL REPORT FORM (F-SMS-004)

CONFIDENTIAL REPORT FORM

REPORTER		ROUTE		SIGNIFICANT WEATHER	
AIRCREW		FROM _____ TO _____		VMC	
CAPTAIN		**EVENT**		IMC	
FIRST OFFICER				DAY	
OBSERVER		MANAGEMENT		NIGHT	
PF/PNF		TRAINING FLIGHT		TWILIGHT	
LEFT/RIGHT SEAT		CRM		DRY	
CABIN CREW		RACIAL/SEXUAL DISCRIMINATION		HOT	
GROUND CREW		TEAM SKILLS		RAIN	
MANAGER		OPERATING COMPETENCE		COLD	
SUPERVISOR		VIOLATION OF SOPs		ICE	
ENGINEERING		PASSENGERS		TURBULENCE	
MAINTENANCE		TECHNICAL FAILURE		WINDSHEAR	
SECURITY		FAILURE TO RESPOND TO EVENT		LOW VISIBILITY	
TUG DRIVER		SECURITY		CONTAMINATED R/W	
CARGO WORKER		INCORRECT PROCEDURES		STORMS	
RAMP WORKER		FATIGUE		**OTHER (SPECIFY)** ⬇	
CLEANING STAFF		DANGEROUS PRACTICES			
CHECK-IN STAFF		UNSAFE EQUIPMENT			
DISPATCHER		PERSONAL SAFETY			
CREW CONTROL		CRIMINAL ACTION			
TRAINING STAFF		**OTHER (SPECIFY)** ⬇			
OTHER (SPECIFY) ⬇					

Please write your report here and continue overleaf as necessary. Please only report facts as this is the only way we can accurately assess your reports.

NARRATIVE

MAY WE PUBLISH YOUR DE-IDENTIFIED REPORT IN-HOUSE FOR THE BENEFIT OF YOUR COLLEAGUES?

YES ☐ NO ☐

NAME:		**CONTACT NUMBER:**	
POSITION:		**EMAIL:**	

MAY WE LEAVE A MESSAGE ON YOUR VOICE MAIL? YES ☐ NO ☐

WHEN COMPLETED, PLEASE SEND TO: **STATE CIVIL AVIATION AGENCY OF THE REPUBLIC OF AZERBAIJAN**

Fax:
Tel:

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CONFIDENTIAL REPORT FORM

Please continue to write your report here as necessary. Please only report facts as this is the only way we can accurately assess your reports.

NARRATIVE

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