

## Notice to users:

- Please fill in the form, use drop-down list where applicable, and submit it with supporting document files to [safetyreport@caat.or.th](mailto:safetyreport@caat.or.th).
- Additional information can be filled into the PDF form and resubmitted via email to CAAT later.
- Please ensure that the same 'Report identification' is used for future references.
- In the event of a Bird / Wildlife, please use the Bird / Wildlife forms.
- For more details about how to use the form, please refer to the relevant CAAT guidance material.
- Field type:               = Mandatory fields required for "Initial Report",               = Mandatory fields for "Final Report",               = Optional fields.

<b>General Information</b>				
Title of occurrence				
UTC date		UTC time		
(YYYY/MM/DD)		(HH:MM)		
<b>Report Administration Information</b>				
Report identification		Report status		
<i>The identifying file reference of the report that is internally used by operator or reporter to uniquely identify the report.</i>				
Reporting entity		Country	Organisation category	Organisation type
		Organisation name		
<ul style="list-style-type: none"> <li>- Indicate which entities you have forwarded this report to.</li> <li>- In the event of an accident or serious incident, also send a copy of this report without delay to <a href="mailto:MOT_AAPIG_GR@mot.go.th">MOT_AAPIG_GR@mot.go.th</a>.</li> <li>- Also send a copy of this report to relevant Air Traffic Control Unit (ANSP).</li> <li>- Also send a copy of this report to relevant Aircraft Operator, their competent CAA, and State of Operator / Registry.</li> <li>- Also send a copy of this report to relevant Aerodrome Operator.</li> <li>- If the event concerns the integrity of aircraft structure / component, also send a copy of this report to relevant approved maintenance organisation, or aircraft product design / manufacturer.</li> <li>- If the event occurs outside Thailand, also send a copy of this report to the relevant State of Occurrence.</li> </ul>				
CTRL and click for multiple selection				
<b>Occurrence Location Information</b>				
State or area of occurrence		World region	State / area	Sub-area
		Country	ICAO code and aerodrome name	Other (specify)
Aerodrome of occurrence				
<i>The airport / heliport where the incident took place (even for the event that took place during climb or approach).</i>				
Location of occurrence		Location on aerodrome		
<i>Details of the event location (Runway number, taxiway number, parking lot number or details if the occurrence happened during en-route).</i>				
<b>Aircraft Information</b>				
Aircraft operator		Country	Operator	Other (specify)
Aircraft registration				
Operation type		Main category	Subcategory (1)	Subcategory (2)
Flight number				

**This electronic form has been designed to facilitate and secure their integration into the national occurrence database. Do not transmit them by fax or as a scanned document.**  
**This PDF form is compatible with Adobe Acrobat / Reader DC (2017 or newer) software on Microsoft Windows (7 or newer) only. It is not supported by other platforms (e.g. iOS, MAC, Linux).**

Dangerous Goods Information				
	Group	Class number	UN number	Other (specify)
Dangerous good				
Origin of goods				
ICAO aerodrome code / Aerodrome name / City / Country				
Subsidiary risk		Packing group/ Class 7		
CTRL and click for multiple selection				
Severity Information				
Highest damage to aircraft		Highest injury level to person		
Total number of injuries		Total number of fatalities		
Occurrence Information				
Description of the occurrence (narrative)				

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**Occurrence Analysis Information**

Occurrence analysis result (description of hazards / threats / root causes)

*If the required final report cannot be completed within the required timeframe mandated by the requirement, specify the reasons, difficulties, and the progress here before the deadline.*

**Corrective actions**

*Description of the measures taken to reduce / mitigate the risk.*