***Report an Occurrence – Regulated Air Cargo Agents***

The Civil Aviation Authority encourages reporting of all security-related incidents or concerns, even when these may not reach the formal requirements for reporting under Civil Aviation Rule Part 12. Details of security occurrences help the CAA identify threats or risks to the aviation sector.

We invite you to use this form to voluntarily report security incidents or concerns to the Security Regulation Unit which do not require formal reporting. Incidents or concerns include suspicious interactions, observations of security concern, or anything else that makes you feel uncomfortable.

Once received, the form will be assessed and assigned to a member of the Security Regulation Unit who will contact you.

**Complete all sections as fully as you can, send additional pages if required.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name | |  | | | | |
| Position | |  | | | | |
| Company | |  | | | | |
| CAA participant number (if known) | | | |  | Date |  |
| Tel |  | | Email |  | | |
| Postal address | |  | | | | |

**Details of Occurrence**

|  |  |  |  |
| --- | --- | --- | --- |
| Date |  | Time |  |
| Location |  | | |
| **DESCRIPTION**  Please describe the occurrence. Include details of **what** happened, **where** it happened, **when**, and **who** was involved. If you know **how** or **why**, please include that as well. | | | |
|  | | | |

Please email or post this form to:

**Email** [security.regulation@caa.govt.nz](mailto:security.regulation@caa.govt.nz) **Post** Security Regulation Unit

Civil Aviation Authority

**Further enquiries**  +64 4 830 0513PO Box 3555

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