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| ***Occurrence Investigation Report*** |
| *The purpose of a safety investigation is to identify the causal factors that led to the incident or accident. This allows you to put in place changes to your operations to manage the risks of reoccurrence. It also allows the CAA to monitor the aviation sector as a whole to identify emerging safety issues. The CAA has produced*  [*Advisory Circular 12-2*](http://www.aviation.govt.nz/Advisory_Circulars/AC012_2.pdf) *to give you guidance on how to undertake an investigation.*  PLEASE EMAIL AN ATTACHMENT OF COMPLETED FORM TO: [**ca005@caa.govt.nz**](mailto:ca005@caa.govt.nz) |



|  |  |  |
| --- | --- | --- |
| Occurrence date | Location | Operator Client ID |
| Aircraft registration **ZK -** | Aircraft make and model |  |
| Operator/reporter name |  | Contact phone |

Investigation guide

|  |  |  |
| --- | --- | --- |
| This investigation report form is designed to assist in determining the | **The four causal categories** | |
| causes of the occurrence. The categories of causal factors are the  ones that most commonly underpin accidents and incidents in New Zealand aviation. Please review each of the four categories of | **Human factors** | Factors related to human performance, decision- making, situational awareness, etc.  Includes conditions that prevailed at the time of the occurrence: weather, light, etc.  Factors related to any equipment involved— including aircraft, role equipment, ground  equipment, tooling, parts, aerodrome facilities, etc.  Factors related to policies, procedures, aviation  rules and safety culture. |
| causation below, against what took place, and indicate which factors applied. This should give you a good understanding of what caused | **Environmental** |
| it: use this understanding to complete the ‘lessons learned’ section  at the end of the report. | **Mechanical/equipment** |
| **Organisational/regulatory** | |
| ***What happened & why it happened? Please provide a brief summary of the occurrence*** | | |

Human factors - please indicate if any of the factors below may have contributed to the occurrence

|  |  |  |  |
| --- | --- | --- | --- |
| Decision-making | Situational awareness | Flight/mission planning | Communication |
| Operating experience | Training | Fatigue | Flight discipline |
| Distraction | Other… |  |  |

Comment on how human factors may have contributed to the occurrence

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Equipment/mechanical - please indicate if any of the factors below may have contributed to the occurrence

(Note: if you have supplied engineering/defect information in CA005D occurrence report this will usually be sufficient for this part of the investigation)

|  |  |  |  |
| --- | --- | --- | --- |
| Engine/powerplant | Airframe | Fuel/oil system | Avionics |
| Flight controls | Propeller/rotor systems | Maintenance/tooling facilities | |
| Other | | |  |

Comment on how equipment/mechanical factors may have contributed to the occurrence

Environmental factors - please indicate if any of the factors below may have contributed to the occurrence

|  |  |  |  |
| --- | --- | --- | --- |
| Wind level/direction | Turbulence | Light level | Sunstrike |
| Cloud | Rain/drizzle | Low-level hazards (e.g. wires, trees, poles etc.) | |
| Airstrip surface conditions | Facility environment | Other |  |

Comment on how environmental factors may have contributed to the occurrence

Organisational/regulatory - please indicate if any of the factors below may have contributed to the occurrence

|  |  |  |  |
| --- | --- | --- | --- |
| Operating procedures | Training policies | Maintenance procedures | Safety culture |
| CAA rules and regulations | Other |  |  |

Comment on how organisational/regulatory factors may have contributed to the occurrence

Lessons learned - what advice would you give to another operator to reduce their chances of something like this happening to them?

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| **THANK YOU. CLICK HERE TO SUBMIT THE FORM BY EMAIL** | [**SUBMIT FORM**](mailto:ca005@caa.govt.nz) |  |

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