|  |  |
| --- | --- |
| Ny logo |   |
| **NF-2007 Occurrence reporting in civil aviation**This form is to be used for reporting occurrences according to Norwegian Aviation Act § 12-10 which implement EU regulation No.376/2014 on the reporting, analysis and follow-up of occurences in civil aviation. Regulation BSL A 1-3 implement EU regulation 2015/1018 laying down a list classifying occurrences in civil aviation to be mandatorily reported.***An electronic version of NF-2007 with help-texts and guidance is available on*** [***www.altinn.no***](http://www.altinn.no)***. The Civil Aviation Authority - Norway (CAA-N) and the Accident Investigation Board Norway (AIBN) highly recommends using the electronic version to anyone who have internet access since this is more secure and simplifies the case handling considerably. Norwegian identity number and/or pin-codes are no longer necessary to report civil aviation occurrences via Altinn.***Reports about accidents and serious incidents shall be sent both to the CAA-N and AIBN. Other occurrence reports – i.e. incidents that are not serious – shall only be sent to the CAA-N.The objective of this reporting is to prevent accidents and improve flight safety, not to apportion blame or liability.**Sections 0 (entry page), 1.0 (General information) and 9 (Narrative) are mandatory for all reports.** In addition, the following sections are applicable to the different reporting groups respectively:*- Flight-crew members:* ***1.1 (accidents and serious incidents only) 2, 3, 4, 7 and 8****- ANS-personell:* ***3, 4, 5 and 7****- Airport personnel/Ground operations:* ***2.0, 3, 4, 7 and 8****- Constructors/Manufacturers/Modifiers:* ***2.0 and 2.4****- Maintenance personnel:* ***2.0 and 2.4***Enter all information that might be relevant to the occurrence. Leave inapplicable fields empty. |
| *Submit completed form by e-mail to* *NF-2007@caa.no**. If you are unable to send e-mail, send the form to the following address:*Luftfartstilsynet Postboks 243N-8001 BODØ*Fax: +47 75 58 50 05* |  *For accidents and serious incidents the completed form shall also be sent to* *post@aibn.no* *or:*Statens havarikommisjon for transportPostboks 213 N-2001 LILLESTRØM*Fax: +47 63 89 63 01* |
| ***0 Entry page (mandatory)*** |
| Reporting group (flight crew member, ANS-personnel, maintenance personnel etc.) |  |
| Report type (accident/incident, air traffic incident, technical occurrence, dangerous goods etc.) |  |
| ***Classification and categorization*** |
| Class (accident / serious incident / incident) |  |
| Occurrence category (MAC, RE, ATM, BIRD etc.) |  |
| ***Severity level*** |
| Third party damage? (yes/no/unknown) |  |
| Injury level (none/minor/serious/fatal/unknown) |  |
| Aircraft damage? (none/minor/substantial/destroyed/unknown) |  |
| Aerodrome damage (none/minor/substantial/destroyed/unknown) |  |

|  |
| --- |
| ***1.0 General information (mandatory)*** |
| ***Contact information of the person who was closest involved in the occurrence – For accidents and serious incidents, this will always be the pilot in command*** |
| Personal identity number (11 digits) |  |
| Surname |  |
| First name |  |
| Address |  |
| Postal code |  |
| City |  |
| Country |  |
| Mobile phone |  |
| Telephone |  |
|

|  |  |
| --- | --- |
|  | E-mail |

 |  |
| ***Organization - Contact person*** |
| Name of organization |  |
| Name of contact person |  |
| Telephone |  |
|

|  |
| --- |
| E-mail |

 |  |
| Function/position |  |
| ***Time and place of occurrence (specify local or UTC date/time)*** |
| Date (dd.mm.yyyy) |  |
| Time (hh:mm) |  |
| Country |  |
| Place (ICAO code for aerodromes) |  |

|  |
| --- |
| ***1.1 AIBN – administrative information for accidents and serious incidents*** |

Reports classified as accidents and serious incidents shall be submitted both to the Accident Investigation Board Norway (AIBN) and the Civil Aviation Authorities - Norway (CAA-N). Please give a complete and detailed description of the sequence of events, aircraft damage and injury level. This will enable the AIBN in assessing the need for investigation.

Since the same form is used for different kinds of occurrences with regards to characteristics and severity level, some questions are bound to seem redundant. The AIBN urges you to fill in applicable fields as accurately as possible.

Give a detailed and complete description of the sequence of events in section 9, use your own words. Please attach further documentation, for example:

*- Pictures, sketches and maps*

*- Mass/balance and fuel calculations*

*- Diagram of AIRPROX*

*- Operational and ATC -flight-plan.*

*- Internal company reporting form*

*- Other information that might be useful to the AIBN investigation.*

Feel free to contact the AIBN at any time for further clarifications on +47 63 89 63 20 (H24). This phone number is attended around the clock.

|  |
| --- |
| ***Other flight crew member if applicable***  |
| Personal identity number (11 digits) |  |
| Surname |  |
| First name |  |
| Address |  |
| Postal code |  |
| City |  |
| Country |  |
| Mobile phone |  |
| Telephone |  |
|

|  |  |
| --- | --- |
|  | E-mail |

 |  |
| Hours since last sleep period |  |
| Length of last sleep period |  |
| Start of workday (hh:mm) |  |
| Did you feel well rested and in good shape at the time of occurrence? |  |
| Number of meals last 24 hours |  |
| Other circumstances of significance to human performance |  |
| ***Aircraft owner*** |
| Name |  |
| Address |  |
| Postal code |  |
| City |  |
| Country |  |
| Mobile phone |  |
| Telephone |  |
| Fax-number |  |
|

|  |
| --- |
| E-mail |

 |  |
| ***Aircraft insurance company*** |
| Name |  |
| Address |  |
| Postal code |  |
| City |  |
| Country |  |
| Mobile phone |  |
| Telephone |  |
| Fax-number |  |
|

|  |
| --- |
| E-mail |

 |  |
| ***Other information*** |
| Technical recording devices on-board? |  |
| Data stored and secured? (yes/no/unknown) |  |
| Comment |  |
| Witnesses present? (yes/no/unknown) |  |
| Police involved? (yes/no/unknown) |  |
| Blood sample or breathing test taken? (yes/no/unknown) |  |
| ***Other information*** |
|  |

|  |
| --- |
| ***2.0 Aircraft*** |
| Aircraft registration |  |
| Manufacturer |  |
| Type/model |  |
| Year built |  |
| Aircraft serial number |  |
| State of registry |  |
| Call sign |  |
| ***Aircraft operation*** |
| Operator |  |
| Operation type |  |
| ***Aircraft description*** |
| Aircraft category (fixed wing/helicopter/glider/other) |  |
| Propulsion type |  |
| Number of engines |  |
| Landing gear type |  |
| Mass at time of occurrence (kg) |  |
| Maximum take-off mass (MTOM) (kg) |  |
| ***Aircraft status*** |
| Total cycles aircraft |  |
| Aircraft total time (hours) |  |
| ***Fuel*** |
| Fuel type used and quantity at take-off |  |
| Fuel quantity at time of occurrence |  |

|  |
| --- |
| ***2.1 History of flight*** |
| ***Key information about the flight*** |
| Last departure point (ICAO-code) |  |
| Time of departure (local time) |  |
| Planned destination (ICAO-code) |  |
| Flight phase |  |
| Occurrence on the ground (yes/no/unknown) |  |
| Current flight rules |  |
| Person at controls (commander/first officer/both pilots/student pilot/none/unknown) |  |
| Filed flight rules |  |
| Controlling agency |  |
| ***Incapacitation*** |
| Person(s) incapacitated |  |
| Reason for incapacity |  |

|  |
| --- |
| ***Speed and altitude*** |
| Speed (indicated) |  |
| Type of speed (IAS or GS) |  |
| Heading (magnetic) |  |
| Altimeter setting (hPa) |  |
| True airspeed |  |
| Transponder mode |  |
| Transponder code |  |
|  | *Actual* | *Cleared* |
| Flight level |  |  |
| Altitude (ft) |  |  |
| Height (m/ft) |  |  |

|  |
| --- |
| ***Approach*** |
| Approach stabilized? (yes/no/unknown) |  |
| Approach errors (speed/decent rate) |  |
| Instrument landing procedure (Straight in/circling/ side-step/unknown) |  |
| Type approach type (NDB, VOR, ILS, etc.) |  |
| Visual approach type if applicable (traffic-pattern/visual-IFR/visual straight in/other) |  |
| Type VASI/PAPI if used |  |
| Category precision approach(CAT I/CAT II/CAT III – A/B/C) |  |
| Aircraft approved for precision approach? |  |
| ***Landing*** |
| Type landing (forced/precautionary/normal) |  |
| Landing location (if other than planed) |  |
| Type of electronic landing aids (VOR, ILS, etc.) |  |
| Automatic landing? (yes/no/unknown) |  |
| ***Airspace*** |
| Airspace type |  |
| Airspace name |  |
| Airspace class |  |
| Special activities |  |
| ***ATS route*** |
| ATS route name |  |
| SID route |  |
| STAR |  |
| ***GPWS/EGPWS equipment*** |
| GPWS installed? (yes/no/unknown) |  |
| GPWS warning given? (yes/no/unknown) |  |
| GPWS warning type |  |

|  |
| --- |
| ***2.2 Traffic related*** |
| ***Distances and movement*** |
| Minimal horizontal - estimated (NM) |  |
| Minimal vertical - estimated (ft) |  |
| Bank angle |  |
| Bank direction (left/right) |  |
| Vertical profile (level/climb/decent/unknown) |  |
| ***Traffic information*** |
| Traffic info type |  |
| Traffic info quality |  |
| Other aircraft seen? |  |
| Visibility restrictions |  |
| Aircraft lightning (own aircraft) |  |
| Visual approach? |  |
| VMC climb/descent? (yes/no/unknown) |  |
| ***Avoiding action*** |
| Avoiding action made? (yes/started/late/none) |  |
| Who initiated the avoiding action? |  |
| Risk reduction? (yes/no/unknown) |  |
| Safe landing? (yes/no/unknown) |  |
| ***ACAS/TCAS*** |
| ACAS/TCAS installed? (yes/no/unknown) |  |
| RA geometry |  |
| RA type |  |
| Pilot response to RA |  |
| Pilot response detail |  |
| RA Type (useful/false/phantom/unnecessary/unclassifiable) |  |
| ***Other aircraft/vehicle*** |
| Registration |  |
| Call sign |  |
| Description (type, number of engines, lights, other) |  |

|  |
| --- |
| ***2.3 Flight crew*** |
| ***Flight crew member*** | *Pilot in command* | *Other flight crew member* |
| Category (co-pilot/instructor/dual student) |  |  |
| Personal identity number (11 digits) |  |  |
| Gender |  |  |
| Age |  |  |
| ***Rest/duty (hours)*** |
| Rest before duty |  |  |
| Duty last 24 hours |  |  |
| ***Experience (hours)*** |
| This a/c type - last 24 hours |  |  |
| This a/c type - last 90 days |  |  |
| This a/c type - total |  |  |
| All a/c types - last 24 hours |  |  |
| All a/c types - last 90 days |  |  |
| All a/c types - total |  |  |
| ***Flight crew - Licenses*** |
| License type |  |  |
| Ratings |  |  |
| Validity |  |  |
| Instructor rating? (yes/no/unknown) |  |  |
| Instrument rating? (yes/no/unknown) |  |  |
| ***Commentaries*** |
|  |

|  |
| --- |
| ***2.4 Part failures*** |
| ATA-Code |  |
| Part – number |  |
| Part – name |  |
| Part – time since overhaul (hours) |  |
| Part – time since new (hours) |  |
| ***Engine information – in case of engine problems only*** |
| Engine – model |  |
| Engine – time since overhaul (hours) |  |
| Engine – cycles |  |
| Engine – time since overhaul (hours) |  |
| ***Propeller information – in case of propeller problems only*** |
| Make, failed propeller |  |
| Model, failed propeller |  |

|  |  |
| --- | --- |
| Manufacturer informed? (yes/no/unknown) |  |
| Operator informed? (yes/no/unknown) |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***2.5 Injuries – enter values in table*** | *Fatal* | *Serious* | *Minor* | *None* | *Unknown* |
| Pilot-in-command |  |  |  |  |  |
| Co-pilot |  |  |  |  |  |
| Cabin crew |  |  |  |  |  |
| Other flight crew |  |  |  |  |  |
| Passengers |  |  |  |  |  |
| Other on aircraft |  |  |  |  |  |
| Unknown |  |  |  |  |  |
| *Total* |  |  |  |  |  |

|  |
| --- |
| ***3. Weather*** |
| Weather relevant? (yes/no/unknown) |  |
| ***General weather conditions*** |
| Weather conditions (VMC/IMC/unknown) |  |
| Light conditions |  |
| Air temperature (Cº) |  |
| Dew point (Cº) |  |
| Visibility (m) |  |
| QNH (hPa) |  |
| Visibility restrictions |  |
| ***Wind*** |
| Wind speed (specify unit) |  |
| Speed measured at? (surface/altitude) |  |
| Wind direction |  |
| Wind gusts (yes/no/unknown) |  |
| Maximum gust |  |

|  |
| --- |
| ***Wind at take-off and landing*** |
| Relative wind direction |  |
| Crosswind component (specify unit) |  |
| Headwind loss (specify unit) |  |
| Vindskjær |  |
| Windshear alert installed? |  |
| ***Cloud, rain and other weather phenomena*** |
| Cloud amount |  |
| Height of cloud base (ft) |  |
| Weather phenomena - type |  |
| Weather phenomena - intensity |  |
| Other weather characteristics |  |
| Icing intensity |  |
| Aircraft approved for icing conditions? |  |
| ***Turbulence*** |
| Turbulence type |  |
| Turbulence intensity |  |
| Mountain wave intensity |  |
| ***Weather briefing/forecast/reports*** |
| Report type |  |
| Weather forecast correct? |  |
| Weather briefing obtained |  |
| Pilot aware significant weather? |  |
| ***Content weather report/description of weather*** |
|  |

|  |
| --- |
| ***4 Aerodrome/landing area*** |
| Aerodrome |  |
| Aerodrome type (land/heliport/water/other etc.) |  |
| Aerodrome status (public/private/military etc.) |  |
| ***Runway description*** |
| Runway identifier (e.g. 01L) |  |
| Runway length |  |
| Runway width |  |
| Aerodrome elevation above MSL (m) |  |
| Runway configuration (single/parallel/crossing) |  |
| Runway category (CAT I/CAT II/CAT III – A/B/C) |  |
| Runway slope |  |
| ***Surface type*** |
| Braking action determined by |  |
| Runway prepared (yes/no/unknown) |  |
| Braking action (none/poor/medium/good) |  |
| Grooved/partially grooved? (yes/no/unknown) |  |
| Surface type |  |
| Contamination (includes snow and ice) |  |
| ***Rescue Fire Service (RFS)*** |
| Aerodrome RFS category published |  |
| Category of RFS provided |  |
| ***Foreign Object*** |
| Foreign Object involved? (yes/no/unknown) |  |
| Source |  |
| Collecting Phase |  |
| FO Location |  |
| ***Vehicle*** |
| Vehicle involved? (yes/no/unknown) |  |
| Type of aerodrome vehicle |  |
| Call sign |  |
| Vehicle radio installed? If yes, did it work? |  |
| Vehicle being controlled by an ATS unit? |  |
| ***Helicopter landing area description*** |
| Type (offshore/ship/helideck/nature) |  |
| Configuration (confined area/pinnacle/sloping) |  |
| Surface type |  |
| ***Take-off or landing on water*** |
| Obstructions water |  |
| Wave height |  |
| Water condition |  |
| Relation direction swell |  |

|  |
| --- |
| ***5.0 ATS unit*** |
| ATS unit name (ICAO code) |  |
| Sector name |  |
| Services provided |  |
| ***ATM relation*** |  |
| How did ATM contribute to the occurrence? |  |
| How was ATM service affected by the occurrence? |  |

|  |  |  |  |
| --- | --- | --- | --- |
| ***ATM ground safety nets*** | *Installed*(yes/no/unknown) | *Alerting* (yes/no/unknown) | *Reaction* |
| STCA  |  |  |  |
| MSAW  |  |  |  |
| APW  |  |  |  |
| A-SMGCS |  |  |  |
| Other  |  |  |  |
| ***Sector traffic and workload (for controller)*** |
| Traffic density during occurrence |  |
| Traffic complexity during occurrence |  |
| OJTI (training) in progress? |  |
| Workload experienced during occurrence |  |
| ***Incapacitation*** |
| Person(s) incapacitated |  |
| Reason for incapacity |  |
| ***ATM personnel*** |
| Category ATM personnel |  |
| Age |  |
| Gender |  |

|  |
| --- |
| ***5.1 ATS – traffic related*** |
| ***Flight*** |
|  | Aircraft #1 | Aircraft #2 |
| Registration |  |  |
| Call sign |  |  |
|  |  Flight Level | Altitude (ft) |
| Actual |  |  |
| Cleared |  |  |
| Time spent deviating from cleared flight level |  |
| RTF frequency (MHz) |  |
| Airspace type |  |
| Airspace name |  |
| Airspace class |  |
| Special activities |  |
| ***General*** |
| Horizontal relative movement |  |
| Runway incursion severity classification |  |
| Rate of closure  |  |
| Military aircraft involved? (yes/no/unknown) |  |

|  |
| --- |
| ***Distances*** |
| Minimal horizontal - recorded (specify unit) |  |
| Minimal vertical - recorded (specify unit) |  |
| ***Actions*** |
| ATM action |  |
| Risk reduction ATM (yes/no/unknown) |  |

|  |
| --- |
| ***7. Birdstrike*** |
| ***Birdstrike specific*** |
| Bird species description |  |
| Number of birds hit |  |
| Size of birds (small/medium/large/unknown) |  |
| Pilot advised? (yes/no/unknown) |  |
| Effect on flight |  |
| Parts struck |  |
| Flight phase |  |
| ***Other birdstrike relevant*** |
| Light conditions |  |
| Cloud amount |  |
| Precipitation type |  |
| Speed indicated air speed |  |
| Aircraft height above surface (specify unit) |  |

|  |
| --- |
| ***8. Dangerous goods*** |
| Cargo position in aircraft |  |
| Where was the damage detected? |  |
| Probable damage reason |  |
| Declared goods (correctly/incorrectly) |  |
| Shippers name |  |
| Receivers name |  |
| Agents name |  |
| Type of deviation from regulations |  |
| ***Documentation*** |
| Shipper’s declaration available? |  |
| Commander informed? |  |
| Receiver’s checklist available? |  |
| Air waybill available? |  |
| ***Dangerous goods specification*** |
| Proper shipping name |  |
| Technical name |  |
| UN/id number |  |
| Class/division |  |
| Packing group |  |
| Import code |  |

|  |
| --- |
| ***9. Narrative of occurrence (mandatory)*** |
| *Complete description of the sequence of events. Attach more pages if you run out of space:* |
| Number of attachments |  |
| Date |  |

**Personal data**

To process your report we need some information about you.

The purpose of your personal data is to be able to contact you in case we need more information about the contents of the report.

The personal data are processed according to GDPR. The lawfulness of processing is article 6 (1) litra e, see [EU regulation 376/2014 – reporting regulation](http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32014R0376).

The personal data will be stored in the report as long as it is in the database, and will be used if we on a later stage need to contact you. Your personal data cannot be deleted from the database. Reports about aviation occurrences are confidential and will not be disclosed to anyone who request access. If the processing is unlawful in your opinion, you may complaint to the Norwegian Data Protection Authority.

The Civil Aviation Authority – Norway is controller, and our data protection officer may be contacted at personvernombud@caa.no.