

Definition of Boxes of Aerodrome Occurrence Reporting Form SRF -105

Complete ALL boxes. If Not Applicable use N/A or if Not Known use N/K. Avoid use of technical jargon, hieroglyphics and abbreviations. It is important that this form is completed in as much detail as possible

<i>Headline</i>	A short message identifying the accident to the human reader
<i>Date</i>	Select UTC or Local Date and Insert Date of occurrence (dd/mm/yyyy) example: U 12/12/12
<i>Time</i>	Select UTC or Local Time and Insert Time of occurrence (L hh/mm) example: L 12:12 The time of the occurrence entered using the 24 hour clock e.g. 23:59 select UTC or Local
<i>Aircraft Type</i>	Aircraft type designator assigned by air traffic management (Type designator) - four character code assigned to the aircraft - is defined as an alias. [ICAO Doc 8643] (example B735)
<i>Aircraft Registration</i>	The mark used to identify an aircraft. The mark consists of a common mark or nationality mark followed by a registration mark. (example 4LAAA)
<i>Aerodrome Location Indicator</i>	Aerodrome Location indicator. A four-letter code group formulated in accordance with rules prescribed by ICAO and assigned to the location of an aeronautical fixed station. Example for Kutaisi International Airport: UGKO
<i>Location on aerodrome</i>	Indicate Aerodrome element where occurrence happened - Runway, Taxiway, Apron, Stand , Terminal or Other
<i>Occurrence reporting organization/unit</i>	Indicate occurrence reporting unit by putting X at the appropriate box, in case of other unit, please clearly write name of this unit
<i>Occurrence category</i>	Indicate occurrence category by putting X at the appropriate box
<i>Attachments</i>	In case of any attachment (situational plan, reports, photos or Other) please indicate type of attachment by putting X at the appropriate box
<i>Narrative</i>	A short narrative describing the occurrence. Use standardized abbreviations only. Where practicable do not repeat information entered in the coded data. Include all information which is required to convey the scenario of the occurrence to the reader. In particular highlight that information that cannot be included in the coded data