

Definition of Boxes of Aerodrome Occurrence Reporting Form SRF -105

<i>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	A short message identifying the accident to the human reader
Occurrence reporting organization/unit	Indicate occurrence reporting organization/unit by putting at the appropriate box, in case of other unit, please clearly write name of this unit.
Date	Select UTC or Local Date and Insert Date of occurrence (dd/mm/yyyy) example: U 12/12/12
Time	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
Aircraft Type	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)
Aircraft Registration	The mark used to identify an aircraft. The mark consists of a common mark or nationality mark followed by a registration mark. (example 4LAAA)
Aerodrome Location Indicator	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
Location on aerodrome	Indicate Aerodrome element where occurrence happened - Runway, Taxiway, Apron, Stand , Terminal or Other
Sky condition	Sky cover classification for aviation weather observations and precipitation e.g. (overcast, fog, rain)
Precipitation	The type of precipitation. ICAO Annex 3
Occurrence category	Indicate occurrence category by putting X at the appropriate box
Attachments	In case of any attachment (situational plan, reports, photos or Other) please indicate type of attachment by putting X at the appropriate box
Narrative	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

Note:

Wildlife events - incidents or observations where the presence of wildlife on or in the vicinity of the aerodrome could have an effect on a flight (e.g. missed approach, aborted take-off, etc.).