

NF-2007 Occurrence reporting in civil aviation

This form is to be used for reporting occurrences according to BSL A 1-3 (regulation 2006-12-08 nr. 1393 on mandatory notification and reporting of aviation occurrences etc.) Examples on occurrences subject to mandatory reporting are listed in the attachments to the regulation. A list of occurrences that shall always be reported as serious incidents is included.

An electronic version of NF-2007 with help-texts and guidance is available on 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 243
N-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 transport
Postboks 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		
	<i>Actual</i>	<i>Cleared</i>
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	<i>Fatal</i>	<i>Serious</i>	<i>Minor</i>	<i>None</i>	<i>Unknown</i>
Pilot-in-command					
Co-pilot					
Cabin crew					
Other flight crew					
Passengers					
Other on aircraft					
Unknown					
<i>Total</i>					

3. Weather	
Weather relevant? (yes/no/unknown)	
General weather conditions	
Weather conditions (VMC/IMC/unknown)	
Light conditions	
Air temperature (C°)	
Dew point (C°)	
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	<i>Installed</i> (yes/no/unknown)	<i>Alerting</i> (yes/no/unknown)	<i>Reaction</i>
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	