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This form complies with RAC 13.5.16. – Formato y contenido y RAC 13.5.17 Idioma, with ICAO Doc. 9756 "Aviation accident and incident investigation manual", Part I " Organization and planning" in its Chapter 4.4 (Format and content of the notification) and with Annex 13 "Aviation accident and incident investigation", in its Chapter 4.2 (Format and content) and is a complement to the Mdl-PROC-001-2021 procedure.

Form: Mdl-FORM-001-2021-ING

Aircraft Accident or Serious Incident Mandatory Notification Form


The content of this notification is an exclusively technical document that can only be used for the purpose of preventing future aircraft accidents or incidents and under no circumstances for punitive purposes; consequently, the use of this report for any purpose other than the prevention of future accidents or incidents is not applicable; this is the Aircraft Accident and Incident Investigation Authority AIA CETAC position, in accordance with the provisions of the Government of Costa Rica, by Law No. 877 of July 14, 1947 International Civil Aviation Convention (Appendix II Law No. 877), article 3.1 of Annex 13 to the Convention on International Civil Aviation of 1944, article No. 140 subsections 03 and 18 of the Political Constitution, the General Civil Aviation Law No. 5150 of May 14, 1973 and the RAC-13 Regulations for the investigation of aviation accidents and incidents

Instructions: *Fill in as much of the requested information as possible, but if you cannot complete all the sections or refine the information, do not delay sending it to the addresses indicated at the end of the form.*

1. EVENT (complete):

Event date (dd/mmm/yyyy)	
Event time - UTC (zulu) and - Local (hh:mm am/pm format)	
Place where the event took place (name of the aerodrome, airport or site, town, district, cantón, province, country) * It is recommended to use ICAO 4-digit indicator.	

Elaborado por: Ricardo J. Jiménez P.	Revisado por: CETAC.	Aprobado por: CETAC.
Fecha: 12 de agosto del 2021.	Fecha: 25 de agosto del 2021.	Fecha: 02 de setiembre del 2021.


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Position of the aircraft in reference to some easily identifiable geographical point	
Geographic coordinates from the event site (latitude and longitude)	
Physical characteristics of the event site	
Elevation of the event venue (if known)	
Indicate access difficulties or special requirements to get to the event site	

2. AIRCRAFT (complete):

Maker	
Model	
Nationality marks	
Tail number	
Serial number (S/N)	
Owner	
Operator (use the name according to the OPSPEC's)	
Lessor (if any)	


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3. CREW * Confidential use (complete):

Captain's name	
Captain's license number	
Captain's ratings	
Captain's nationality	
Captain's personal phone	
Captain's home address	
First Officer Name	
F/O license number	
F/O ratings	
F/O nationality	
F/O personal phone	
F/O home address	
Other crew members (specify position)	Other crew members (full name)

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Specify who was the pilot flying (PF) at the time of the event	

4. FLIGHT PLAN (complete):

Last departure point (name of the airport, aerodrome or site, town, district, cantón, province, country) * It is recommended to use ICAO 4-digit indicator.	
Estimated time of departure	
Actual departure time	
Expected point of arrival (name of the airport, aerodrome or site, town, district, canton, province, country) * It is recommended to use ICAO 4-digit indicator.	
Actual point of arrival	
Estimated time of arrival	
Actual time of arrival	
* Attach to this form, a copy of the passenger information list (PIL) that includes at least: number of passengers, full name, passport number and its nationality.	

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5. OPERATION (select):

<input type="checkbox"/>	Commercial
<input type="checkbox"/>	Transport
<input type="checkbox"/>	Private
<input type="checkbox"/>	Instruction
<input type="checkbox"/>	Agricultural
<input type="checkbox"/>	ULM
<input type="checkbox"/>	Other

6. OPERATION PHASE (select):


<input type="checkbox"/>	On the ground
<input type="checkbox"/>	Push back
<input type="checkbox"/>	Towing
<input type="checkbox"/>	Taxiing
<input type="checkbox"/>	Takeoff
<input type="checkbox"/>	Initial climb
<input type="checkbox"/>	SID
<input type="checkbox"/>	En route
<input type="checkbox"/>	STAR
<input type="checkbox"/>	Approach
<input type="checkbox"/>	Landing

7. TYPE of OPERATION (select):

<input type="checkbox"/>	VFR
<input type="checkbox"/>	IFR

* In case of IFR flight, specify the navigation aids used and its efficiency at the time of the event:

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8. INJURIES to PEOPLE (indicate amount):

Injuries	Crew	Passengers	Total in the aircraft	Others
Fatal				
Serious				
Minor				Not applicable
None				Not applicable
TOTAL				


9. DAMAGE to AIRCRAFT (select and describe):

<input type="checkbox"/>	Destroyed:
<input type="checkbox"/>	Major damage:
<input type="checkbox"/>	Minor damage
<input type="checkbox"/>	None:

10. WEATHER CONDITIONS (select and complete):

<input type="checkbox"/>	VMC
<input type="checkbox"/>	IMC
Weather report at the time of the event (include data source):	

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11. TYPES of EVENTS (circle):

(The event classification could vary according to the investigation results)

<p>ADRM Aerodrome</p> <p>Occurrences involving aerodrome design, service, or functionality issues.</p>	<p>AMAN Abrupt manoeuvre</p> <p>The intentional abrupt maneuvering of the aircraft by the flight crew.</p>	<p>ARC Abnormal runway contact</p> <p>Any landing or takeoff involving abnormal runway or landing surface contact.</p>	<p>ATM ATM/CNS</p> <p>Occurrences involving Air traffic management (ATM) or communications, navigation, or surveillance (CNS) service issues.</p>	<p>BIRD: Birdstrike</p> <p>Occurrences involving collisions / near collisions with birds.</p>
<p>CABIN Cabin safety events</p> <p>Miscellaneous occurrences in the passenger cabin of transport category aircraft.</p>	<p>CFIT Controlled flight into or toward terrain</p> <p>Inflight collision or near collision with terrain, water, or obstacle without indication of loss of control.</p>	<p>CTOL Collision with obstacle(s) during take-off and landing</p> <p>Collision with obstacle(s), during take-off or landing whilst airborne.</p>	<p>EVAC Evacuation</p> <p>Occurrence where either; (a) person(s) are injured during an evacuation; (b) an unnecessary evacuation was performed; (c) evacuation equipment failed to perform as required; or (d) the evacuation contributed to the severity of the occurrence.</p>	<p>EXTL External load related Occurrences</p> <p>Occurrences during or as a result of external load or external cargo operations.</p>
<p>F-NI Fire/smoke (non-impact)</p> <p>Fire or smoke in or on the aircraft, in flight or on the ground, which is not the result of impact.</p>	<p>F-POST Fire/smoke (post-impact)</p> <p>Fire/Smoke resulting from impact.</p>	<p>FUEL Fuel related</p> <p>One or more powerplants experienced reduced or no power output due to fuel exhaustion, fuel starvation/mismanagement, fuel contamination/wrong fuel, or carburetor and/or induction icing.</p>	<p>GCOL Ground Collision</p> <p>Collision while taxiing to or from a runway in use.</p>	<p>GTOW Glider towing related events</p> <p>Premature release, inadvertent release or non-release during towing, entangling with towing, cable, loss of control, or impact into towing aircraft / winch.</p>


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<p>ICE</p> <p>Icing</p> <p>Accumulation of snow, ice, freezing rain, or frost on aircraft surfaces that adversely affects aircraft control or performance.</p>	<p>LALT</p> <p>Low altitude operations</p> <p>Collision or near collision with obstacles/objects/terrain while intentionally operating near the surface (Excludes takeoff or landing phases).</p>	<p>LOC-G</p> <p>Loss of control - ground</p> <p>Loss of aircraft control while the aircraft is on the ground.</p>	<p>LOC-I</p> <p>Loss of control - inflight</p> <p>Loss of aircraft control while or deviation from intended flightpath inflight.</p>	<p>LOLI</p> <p>Loss of lifting conditions en-route</p> <p>Landing en-route due to loss of lifting conditions.</p>
<p>MAC</p> <p>Airprox/ ACAS alert/ loss of separation/ (near) midair collisions</p> <p>Airprox, ACAS alerts, loss of separation as well as near collisions or collisions between aircraft in flight.</p>	<p>RAMP</p> <p>Ground Handling</p> <p>Occurrences during (or as a result of) ground handling operations.</p>	<p>RE</p> <p>Runway excursion</p> <p>A veer off or overrun off the runway surface.</p>	<p>RI</p> <p>Runway incursion - vehicle, aircraft or person</p> <p>Any occurrence at an aerodrome involving the incorrect presence of an aircraft, vehicle or person on the protected area of a surface designated for the landing and take-off of aircraft.</p>	<p>RI-O</p> <p>Runway incursion - other</p> <p>Collision with risk of collision, or evasive action taken by an aircraft to avoid, a person or animal on a runway in use.</p>
<p>RI-VA</p> <p>Rwy incursion-vehicle or a/c)</p> <p>Collision with risk of collision, or evasive action taken by an aircraft to avoid, a vehicle or other aircraft on a runway in use.</p>	<p>SCF-NP</p> <p>System/component failure or malfunction (Non-powerplant)</p> <p>Failure or malfunction of an aircraft system or component - other than the powerplant.</p>	<p>SCF-PP</p> <p>System/component failure or malfunction (Powerplant failure or malfunction)</p> <p>Failure or malfunction of an aircraft system or component - related to the powerplant.</p>	<p>SEC</p> <p>Security related</p> <p>Criminal/Security acts which result in accidents or incidents (per International Civil Aviation Organization – ICAO Annex 13).</p>	<p>TURB</p> <p>Turbulence encounter</p> <p>In-flight turbulence encounter</p>
<p>UIMC</p> <p>Unintended flight in IMC</p> <p>Unintended flight in Instrument Meteorological Conditions (IMC)</p>	<p>USOS</p> <p>Undershoot/overshoot</p> <p>A touchdown off the runway surface.</p>	<p>WILD</p> <p>Collision Wildlife</p> <p>Collision with risk of collision, or evasive action taken by an aircraft to avoid wildlife on a runway or on a helipad/helideck in use.</p>	<p>WSTRW</p> <p>Windshear or thunderstorm</p> <p>Flight into windshear or thunderstorm.</p>	<p>OTHR</p> <p>Other</p> <p>Any occurrence not covered under another category.</p>

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UNK Unknown or undetermined Insufficient information exists to categorize the occurrence..				
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12. SYNOPSIS:

Write a brief and general summary of the most relevant event facts, describing the decisions made, the geographical and time references, as well as the people injuries and aircraft damages.

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13. DANGEROUS GOODS (complete):

Dangerous goods name	Dangerous goods classification	Total quantity
1.		
2.		
3.		

14. NOTIFICATION (for the exclusive completion of the AIA CETAC investigator):

Notification received by	
Date of receipt of the notification (dd/mmm/yyyy)	
Notification receipt time (hh:mm am/pm)	
Notification received via:	
<input type="checkbox"/> Email	
<input type="checkbox"/> 24/7 Cellular	
<input type="checkbox"/> Office phone	
<input type="checkbox"/> Other (specify):	
Classification:	ACCID <input type="checkbox"/> INCID <input type="checkbox"/>
AIA CETAC file	CR - ____ - ____ - ____ - ____.
Indicate the scope of the investigation that the State of Occurrence intends to carry out or delegate and why.	

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Please notify to:	
<p>Autoridad de Investigación de Accidentes e Incidentes Aéreos (AIA) del Consejo Técnico de Aviación Civil de Costa Rica (CETAC) Segundo piso de la Terminal Aérea del Aeropuerto Internacional Tobías Bolaños Palma. Apartado Postal 5026-1000 San José, Costa Rica.</p>	
AIA CETAC 24/7 Cellular phone	+506 87056962
AIA CETAC Office phone	+506 21069114 / +506 22900664
AIA CETAC chief	rjimenez@dgac.go.cr
Investigator Rocio Briceño	rbriceno@dgac.go.cr
Investigator Giovanni Villalobos	gvillalobos@dgac.go.cr
Investigator Julián Acuña	jacuna@dgac.go.cr

* Este formulario fue aprobado por acuerdo del CETAC en el artículo sétimo de la sesión ordinaria 65-2021 celebrada por el Consejo Técnico de Aviación Civil el 25 de agosto del 2021.

** Este formulario **Mdi-FORM-001-2021-ING** reemplaza el formulario **UIA-FORM-001-12**.

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