



# List of Examples of Reportable Occurrences

## List of Examples of Occurrences that MUST be reported immediately by Pilots, Engineers

**Mandatory Occurrence Reporting (MOR)** – FLY EPT Safety Department assesses all reportable occurrences in compliance with [EC Directive \(EU\) No. 376/2014 Occurrence Reporting in Civil Aviation](#) and forwards all originator's reports as a Mandatory Occurrence Report to the regulatory authority (AESA) within **72 hours**. Therefore, all Mandatory Occurrences **must be reported IMMEDIATELY** to Fly EPT Spain Safety Dept. by email [Safety@flyEPTspain.com](mailto:Safety@flyEPTspain.com) and follow up: (m) +34 684 286 140

Fly EPT Safety Reporting: <https://www.flyeptspain.com/safety-reporting>

**Accidents** and **Serious Incidents** are urgently reportable occurrences in which cases **AESA Duty Investigator** must be notified, first by phone, and then by email for follow up.

**SPAIN (AESA)**: Email: [sucesos.aesa@seguridadaerea.es](mailto:sucesos.aesa@seguridadaerea.es) Telephone: +34 91 396 84 14 Website: **Spain AESA** [website](#)

**EASA** Aviation Safety Reporting Form: <http://www.aviationreporting.eu>

If there is any doubt as to whether an occurrence is sufficiently serious enough to be reported, it should be reported immediately anyway.

**AIRPROX** – Definition: When a pilot, or an Air Traffic Controller responsible for its ATC separation, considers that safety of the aircraft was or may have been compromised by the close-proximity of another aircraft.

**SSR Code / Squawk** - This is essential for following up Airprox, ATC Incidents and Wake Turbulence events.

Ensure that 'ASR Raised' is entered in the **Tech Log Book (TLB)**, giving details of any technical defect associated with the incident. Report ALL **Wake Turbulence** even if not a significant safety risk, for analysis purposes. Include all salient details.

## List of Occurrences that MUST be reported immediately

### AIRCRAFT Operations

**Significant risk bearing incidents detected by FDM**: retrospective reports will be accepted without prejudice.

**Any aircraft AVOIDANCE MANOEUVRE** to avoid a COLLISION or NEAR COLLISION on the ground or in the air, with another aircraft, terrain, or obstacle. **TCAS RA** or a **GPWS / TAWS** warning. **Near-CFIT**. An **AIRPROX** incident. **Runway incursion** where avoiding action was taken. Whenever a **WINDSHEAR GO AROUND** is flown.

**Any Take-off incidents** including an **RTO** executed after take-off power is established. Incidents close to or above V1 (e.g., **tail strike**, **engine failure**). **OVER-WEIGHT take-off**. Inability to achieve predicted **climb performance during take-off** or **initial climb**.

**Any landing incidents** including **OVER-WEIGHT landing** or heavy / **HARD LANDING** where a check is required. **Rejected landing**. **Precautionary** or **FORCED LANDING**. **Diversions** for any reason. **UNSTABLE APPROACH**.

Attempted **take-off** or **landings** on a **closed, occupied, or incorrect runway**.

**Runway INCURSION**. **Runway EXCURSION**. An **excursion** occurs on any part of the aircraft maneuvering area during taxi, take-off, or landing, including runway over-run, **Runway Lateral Excursion**, and runway **under-shooting**. **SHORT** or **LONG LANDING**.

If **LOSS of BRAKING** occurs. **Brake fire**. **Asymmetrical braking action** leading to significant path deviation. **Tire burst**.

**Descent below DH/A** or **MDH/A** without the required visual reference.

**LOSS OF CONTROL** In-Flight (LOC-I) or On-Ground (LOC-G) (including partial or temporary LOC) from any cause. **AIRCRAFT UPSET** exceeding normal pitch attitude, bank angle, or airspeed inappropriate for the conditions.

When a **system defect** occurs which **adversely affects the handling characteristics** of the aircraft or renders it **unfit to fly**.

**UNINTENTIONAL DEVIATION**, **significant flight path deviation** from **airspeed**, **intended** or **assigned track** or **ALTITUDE DEVIATION** level bust (> 300 ft.) occurs from any cause. Operation with **INCORRECT (QNH) ALTIMETER SETTING**.

**Any EXCEEDANCE** of aircraft **FLIGHT MANUAL LIMITATION** or limiting parameters for the aircraft configuration e.g., VFE exceedance (N.B. **TLB entry is required** for a flap overspeed).

**Fuel spillages**. **Incorrect loading** of fuel quantities. Loading of **contaminated/ incorrect Fuel/ Oxygen/ Potable Water** type. Unsatisfactory ground **de-icing / anti-icing**.

**Incorrect loading** of Passengers, Baggage, Cargo, Livestock, or Dangerous Goods, likely to have a significant effect on aircraft mass. A **significant Load Sheet error**. **Incorrect Center of Gravity**. **Incorrect stowage of baggage** or **cargo** (including hand baggage) likely to hazard the aircraft, occupants, equipment or impede emergency evacuation. **Inadequate stowage of cargo**. Any type of **dangerous goods** occurrence must be reported.



## List of Examples of Reportable Occurrences

Failure, malfunction, or defect of aircraft **ground servicing equipment**. Non-compliance or **significant errors** in compliance with **ground handling service procedures**.

Operating standards are degraded due to **deficient ground support** facilities. Whenever **GROUND DAMAGE** occurs. Any **collisions**, especially if aircraft damage results. **JET BLAST** occurrences which have or could have endangered the aircraft, its occupants, or any other person.

**MISINTERPRETATION** of **automation mode** or of any **FLIGHT DECK INFORMATION** provided to the pilot which has or could have endangered the aircraft, its occupants, or any other person. **LOSS OF SITUATIONAL AWARENESS** (incl. environmental, mode and system awareness, spatial disorientation, and time horizon). **HUMAN PERFORMANCE** any occurrence where this has directly contributed to or could have contributed to an accident or a serious incident.

**BIRD STRIKE's** (shall also be reported via a Bird Strike & Wildlife Hazard report)

**WAKE TURBULENCE** encounters, including incidents of a **reduction** of required **wake turbulence separation**.

**Incorrect** programming of, **erroneous entries** into, **navigation** equipment or **performance calculations**.

**Failure** of any **emergency system** or **equipment**, including all exit doors and lighting.

Whenever **significant handling difficulties** are experienced. **STALL** warning occurs.

**Flight Planning Error** incident which may affect the safety of a flight.

**Foreign Object Damage (FOD)** i.e., any debris, is found anywhere on the aircraft maneuvering area.

Pilot experiences a **minimum fuel situation** and/or makes a **fuel emergency** declaration. **Fuel leaks**.

Landing with less than **FINAL RESERVE FUEL**. **Inability to transfer fuel**. **Unable to use all usable fuel** on board. Malfunctioning defects of fuel/FQI system which may cause hazardous situations to flight safety. **Incorrect fuel type**. **Contaminated fuel**

**Level Bust** (aircraft deviates > 300 feet from ATC assigned level). **Loss of Runway Separation** or a **collision is narrowly avoided**.

Aircraft is flown **below MSA / Lowest Safe Altitude** / ATC Minimum Radar Vectoring Altitude.

**Military interception**. Incidents involving military in civil airspace. **LVP violations**.

Where a pilot becomes aware of any light source that compromises safety e.g., **lasers, spotlights, or pyrotechnics**.

An incident where a pilot has reported an **aircraft technical problem** e.g., Engine **FLAMEOUT**, in-flight **SHUTDOWN** of any engine or any significant **MALFUNCTION** affecting safety. Or, uncommanded engine(s) thrust/power loss.

**Breakdown in communication (CRM)** between Flight Crew, ATC, or Engineering.

### TECHNICAL Occurrences

**Multiple malfunctions** of one or more aircraft systems seriously affecting the operation of the aircraft e.g., **Depressurization**, failure of the **Auto-Flight / Landing Gear** system, primary or secondary **flight control asymmetry**, malfunction or defect of any **indicating/ warning/ recording / fire/smoke detection/protection** systems, loss of, or significant misleading indications of **navigation** equipment systems (including precision approach system) and **air data** system failures. **LOSS** of any part of the aircraft **STRUCTURE** in flight.

**LOSS of a system**. When **double** aircraft (**electrical / hydraulic**) system **failure** occurs, or **failure of the (emergency) back-up** system. **LOSS of REDUNDANCY** of a system. **LEAKAGE of any fluid** which resulted in a fire hazard or possible hazardous contamination of aircraft structure, systems, or equipment, or which has or could have endangered the aircraft, its occupants, or any other person. **FUEL SYSTEM malfunctions** or defects, which had an effect on fuel supply and/or distribution incl. **FUEL IMBALANCE** condition.

**Failures of more than one system** in a redundancy system mandatory for **flight guidance** and **navigation**.

**Significant navigation errors** attributed to incorrect data. **Pilot seat control loss** during flight. Abnormal **VIBRATION**

Flight operations **outside the approved flight envelope** or other occurrences which caused or could have caused difficulties controlling the aircraft. Failure of any **emergency system** or **equipment**.

**MALFUNCTION** or **DEFECT** of any **INDICATION** system when this results in misleading indications to the crew.

**Abnormal** functioning of **FLIGHT CONTROLS** such as asymmetric or stuck/jammed flight controls (e.g. lift (flaps/slats), drag (spoilers), attitude control (ailerons, elevators, rudder) devices).

**EXCEEDANCE** of operation **LIMITATION** – Engine. **FAILURE** or **MALFUNCTION** of any part of an engine, powerplant or transmission resulting in thrust/power failing to operate as commanded or inability to control power, thrust, RPM



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**GNSS Interference** including **GPS Jamming**, **Spoofing** and **GPS signal loss**.

Any failure related to a system/component required for **Special Operations Approval** granted by regulatory authority (e.g., **AWO**, **RVSM**, etc.)

**Technical document error** that could endanger aircraft safety. **MEL violation**.

Non-compliance / **deficiencies** occur in any **Operating Procedures** or **Manuals**.

Any event where **safety standards are significantly reduced**. Other **repetitive occurrences**, not normally considered 'reportable' but due to the frequency they arise, form a potential hazard.

### INTERACTION with ATC, ATM, ANS

**Airspace penetration** (CTA/CTR) **without clearance**. **Deviation from ATC clearance** which caused a hazardous situation.

Partial or total aircraft **RT communication failure**. **UNSAFE ATC clearance**. Prolonged **LOSS of COMMUNICATION** with ATS or ATM unit. **CONFLICTING INSTRUCTIONS** from different ATS units potentially leading to a loss of separation.

**MISINTERPRETATION of radio communication** or **INTENTIONAL DEVIATION from ATC instruction** which has or could have endangered the aircraft, its occupants, or any other person.

### EMERGENCIES and Other Critical Situations

Any event leading to an **EMERGENCY** or **DECLARATION of an EMERGENCY** ("MAYDAY" or "PAN" call) but only if there is an **associated flight safety hazard**. MOR is NOT required for PAN calls for passenger medical emergencies or PAN calls made for the sole purpose of an expeditious approach.

Any **FIRE** or **FIRE WARNINGS** or **SMOKE** or **ARCHING** or **BURNING** or **MELTING** or **OVERHEATING** or **EXPLOSION** events occur, or when **TOXIC** or **noxious FUMES** occur, in or anywhere near the aircraft. **Toilet Smoke Detectors** activated or vandalized. Aircraft is **EVACUATED**. **Rapid deplaning**. **Return to stand** due aircraft technical fault.

**CONTAMINATED AIR** in the cockpit which has or could have endangered the aircraft, its occupants, or any other person.

**UNCONTROLLABLE CABIN PRESSURE**. **Decompression**. Any **USE of emergency CREW OXYGEN** system by any crew member.

**USE of ANY EMERGENCY EQUIPMENT** or **Non-Normal Procedure** affecting in-flight or landing performance.

**FAILURE** of any **EMERGENCY** or **RESCUE** system or **EQUIPMENT** which has or could have endangered the aircraft, its occupants, or any other person.

Critically **LOW FUEL QUANTITY** or **FUEL QUANTITY** at destination **BELOW** required **FINAL RESERVE FUEL**.

**INCAPACITATION** of any pilot or passenger that results in the reduction below the minimum certified crew complement.

**FLIGHT CREW FATIGUE** impacting or potentially impacting their ability to perform safely their flight duty.

The **use of any non-standard procedure** by the flight crew to deal with an emergency, or procedure exists but is not used, inadequate, inappropriate, or incorrect.

**FAILURE TO APPLY** the correct non-normal or emergency procedure by the pilot to deal with an emergency.

Use of any **emergency equipment**, or prescribed **emergency procedures**. **Safety equipment** or **procedures** are **defective** / **inadequate** / **expired** e.g., expired fire extinguisher. Any event involving, or could have led to, **injury to anyone**, or endangerment to aircraft. If Crew or Pax are **seriously ILL** or become **INCAPACITATED**. If crew composition is reduced below legal minimum.

### External Environment and Meteorology

**INTERFERENCE with the AIRCRAFT** by firearms, fireworks, flying kites, laser illumination, high powered lights, Remotely Piloted Aircraft Systems, model aircraft or similar, lasers.

**LIGHTNING STRIKE** or **HAIL** or **ICING encounter** which resulted in aircraft damage, handling difficulties, or loss or malfunction of any aircraft system. **SEVERE TURBULENCE** or **Significant WINDSHEAR** or **THUNDERSTORM** or any **severe weather** encounter resulting in injury to occupants or damage to aircraft or deemed to require a 'turbulence maintenance check' of the aircraft. Any **Volcanic ash** encounter.

### Security



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**SECURITY** procedures are breached. **HIJACK. Unlawful interference. Unlawful damage. Bomb threats.** Act of **aggression by passengers.** Discovery of a **Stowaway.** Difficulty in controlling **INTOXICATED, VIOLENT, ARMED, or UNRULY passengers** or when the passenger **RESTRAINT KIT** is required.

### ANY EVENT WHICH MAY PROVIDE USEFUL INFORMATION FOR THE ENHANCEMENT OF FLIGHT SAFETY

The generic rule for reporting:

**"If in doubt – Report it"** (Av-Safe) We are all responsible for aviation safety

**"See it - Hear it - Report it"** (Av-Sec) We are all responsible aviation security

Should you have a Safety Concern that does not fit within this list, report it regardless. **Any occurrence which is believed to be a flight safety risk** shall be reported.

Occurrence Reporting is a fundamental part of Fly EPT Spain's Safety Management System (SMS), without Occurrence Reporting the safety management system cannot operate effectively.

Furthermore, Fly EPT Spain has an obligation to report mandatory events to the competent authority within **72 hours**.

This list is for guidance purposes only and is NOT to be considered exhaustive, and is supplementary to existing voluntary safety occurrence reporting requirements.

A mandatory occurrence report should be submitted where an event endangered, or if not corrected, would have endangered the aircraft, occupants, or other persons.

The sole objective of occurrence reporting is the prevention of accidents and incidents and NOT to attribute blame or liability

When submitting a Safety / Security Report, it is important to stay factual, precise and note down a timeline of events. Details of the event you are reporting are beneficial and will be used in a potential investigation.

#### Applicability

- Student pilots
- Licenced Pilots
- Flight Instructors
- Engineers
- Mechanics
- Ground staff
- All other staff providing support to operational personnel