



Occurrence Report

Guidance

These guidelines are designed to assist completing and submitting the DASR Form 44 – Occurrence Report to the Defence Aviation Safety Authority (DASA) as required by the Defence Aviation Safety Regulations (DASRs).

Please read this document and the relevant Acceptable Means of Compliance (AMC) or Guidance Material (GM) available on the [DASA](http://www.dasa.gov.au) website to assist with reporting occurrences.

What is a reportable occurrence?

Reportable Occurrences are defined as an incident, malfunction, defect or exceedance of limitations that endangers or could endanger the safe operation of aircraft and must be reported to DASA. Note that reporting does not remove the reporter's or organisation's responsibility to commence corrective actions to prevent similar occurrences in the future. Known and planned preventative actions should be included within the report.

Reporting requirements for occurrences are further defined in DASR [AMC GR.40](#). Further Authority guidance will be provided in DASPMAN Vol 3.

Who should report to the Authority?

Organisations regulated under DASR 21 shall submit all reportable occurrences under their obligations per DASR 21.A.3A using this form.

The form may be used by other organisations working under DASRs as a means to meet their reporting obligations as documented in their applicable expositions/handbooks. The intent is to support the flow of occurrence data as presented in DASR [AMC GR.40](#) (Figure 1).

Note each organisation regulated under the DASRs has a discrete reporting requirement. Therefore, each organisation that becomes aware of an occurrence must report in-line with their respective DASR obligations. This form does not imply a workflow between each organisation, but can be used as such where an occurrence is considered from varying perspectives and it is more effective to do so.

Voluntary reporting also provides a means for the regulated community to notify the Authority where the guidance does not compel a submission, but the reporter judges that an issue carries a potential safety impact worthy of notifying the Authority.

What are the reporting timeframes?

Reporting timeframes are defined in DASR [AMC GR.40](#) and within each organisation's respective DASR Parts. The reporting time starts from when the occurrence takes place or from the time when the reporter has sufficient information to determine that a real or perceived hazardous state or unsafe condition exists.

Type of Occurrence	Reporting Timeframes
Accident(s) Serious Incident(s)	Immediate notification as soon as is reasonably practicable with subsequent reporting within 72 hours of initial notification.
Mandatory Reportable Occurrence(s)	Within 72 hours depending on degree of urgency determined by the level of hazard judged to have resulted from the occurrence.
Voluntary Report	As soon as practicable, dependent on urgency as determined by the degree of (real or perceived) hazard apparent.



Occurrence Report

How should I submit the occurrence report?

Submit the form electronically using the submit buttons throughout the form. Where new/updated information becomes available post initial submission, updated forms can be submitted.

Section 1 - Occurrence Information (General to all form users)

The form can be used by multiple organisations to report occurrences in accordance with the DASRs and as applicable to the reporter per examples described in DASR [AMC GR.40](#).

Section 1 of the form is general and must be filled by the form initiator.

Section 2 – Initiation (General to all form users)

The organisation initiating the occurrence report shall complete this section. Any supporting attachments to the form that further describes the occurrence in context and/or provide additional information can be referred/attached through this section. This may include images, bespoke occurrence reporting forms and/or Civil or Military Aviation Authority documents. The user shall provide available supporting information to inform DASA's assurance process.

Each section of the form requests a reference number be raised by the organisation as tracked in their system. The format should be unique to that occurrence and be such that upon request by DASA, the status of any ongoing investigation, treatment and/or rectification can be provided via the reference number raised.

Where section 2 is completed by a maintenance organisation (DASR 145), the form is to be distributed per Section 1.5.

Section 3 - Continuing Airworthiness Management Organisation (DASR M) Additional Assessment

Where applicable, the Continuing Airworthiness Management Organisation shall complete this additional assessment section. Upon completion, the form is to be distributed per Section 1.5.

Section 4 - Design and Production Organisation (DASR 21) Additional Assessment

Where applicable, the MTC holder and/or their supporting design and production organisation shall complete this additional assessment section to articulate impacts to the type design. Upon completion, the form is to be distributed per Section 1.5.

Section 5 - Other Organisation Additional Assessment

Where applicable, all other organisations required to report occurrences shall complete this additional assessment section and send the form to DASA.

Privacy Policy

DASA requires the provision of information as listed in this form. All such information received will be treated as confidential and will not be disclosed to any third parties unless that disclosure is required or authorised by law. DASA will safeguard personal information.



Occurrence Report

1. OCCURRENCE INFORMATION

1.1 Occurrence Title

1.2 Aircraft Type

1.3 Type of occurrence:

[ref DASR [AMC GR.40](#)]

Accident(s)*

Serious Incident(s)*

Mandatory Reportable Occurrence(s)

Voluntary Report

*Immediately call ASR Service Desk (+61 2 6128 7476)

Aircraft Flight Operations

Aircraft Technical

Aircraft Maintenance and Repair

Air Traffic Management, Air Navigation Services, Aerodromes, Facilities, and Ground Services

Other

1.4 Time and Location of occurrence

Location:

Date and Time:

Time Zone:

1.5 Each Organisation shall complete the following sections of the form and submit. Where they are the initiating organisation, these are in addition to Section 2.

Maintenance Organisation (DASR 145) _____ Complete Section 2. Inform the CAMO, MTC holder & DASA

Continuing Airworthiness Management Organisation (DASR M) ___ Complete Section 3. Inform the MTC holder & DASA

Design / Production Organisation (DASR 21) _____ Complete Section 4. Inform DASA

Other Organisations _____ Complete Section 5. Inform DASA

2. OCCURRENCE DETAILS (completed by the initiator)

2.1 Has an ASR DEFEV, AE061 or equivalent been raised for this occurrence?

No Yes, Reference No:

Attached Unknown Not Applicable

2.2 Details of occurrence

Summary description of the occurrence and any other relevant information.



Occurrence Report

2.3 Attachments

 Images

 Additional Photo(s)

 Report(s)

 Other, specify

2.4 Immediate actions undertaken

2.5 Provide additional assessments at Sections 3, 4 or 5 as required:

 3 4 5

 N/A

Ensure this Form is completed and submitted consistent with the required reporting timeframes detailed in the guidance section and applicable organisation's DASR obligations.

2.6 Initiating Organisation and Point of Contact Information

Organisation reference for this submission

Form revision status for this submission:

 Initial Rev01 Rev02 Rev03

Submission initiated by Organisation under DASR Part:

 145 M 21 Other

Name

E-mail address

Position

Signature

[Save and Submit the Occurrence Report](#)

Occurrence Report

3. CONTINUING AIRWORTHINESS MANAGEMENT ORGANISATION (DASR M) ADDITIONAL ASSESSMENT

3.1 Evaluation of occurrence on the airworthiness of the fleet

3.2 CAMO Root Cause Assessment:

(Please provide references for tasks that have been raised internally per CAMO procedures)

 Unknown

 Under investigation

 Referred to MTC holder

3.3 Fleet impact:

If unsure, select yes

 No

 Yes / Unsure

If yes/unsure, has the (possibly) affected organisations been informed?

 Yes

 No

List of (possibly) affected organisations:

3.4 Are there any relevant previous occurrences?

 No

 Yes, list:

Occurrence Report

3.5 Does the occurrence impact the ability to continue conforming to the type design?	<input type="checkbox"/> No, <i>justification:</i>
	<input type="checkbox"/> Yes, <i>detail:</i>
3.6 What corrective actions have been taken? <i>(Please provide references for tasks that have been raised internally per CAMO procedures)</i>	
3.7 Provide any other relevant information	
3.8 Has the MTC holder been informed of this occurrence?	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Ensure this Form is completed and submitted consistent with the required reporting timeframes detailed in the guidance section and DASR M.A.202.	
3.9 CAM Organisation and Point of Contact Information	
Organisation Reference <i>(where different from Section 2.6)</i>	
Form revision status for this submission:	<input type="checkbox"/> Initial <input type="checkbox"/> Rev01 <input type="checkbox"/> Rev02 <input type="checkbox"/> Rev03
Name	
E-mail address	
Position / Organisation	
Signature	
Save and Submit the Occurrence Report	

Occurrence Report

4. DESIGN / PRODUCTION ORGANISATION (DASR 21) ADDITIONAL ASSESSMENT

4.1 Does the occurrence impact Aircraft Structure or Engines? N/A Structure Engines

4.2 Does the occurrence originate from foreign-issued Mandatory Continuing Airworthiness Information?

No Yes, Reference details:

4.3 Assessment of occurrence

4.4 Type Design Root Cause Assessment:

(Provide attachments where necessary or refer to internal investigation outcome)

None

Under investigation

4.5 Does an unsafe condition to Type Design exist?

(A safety assessment may be required, provide attachments if necessary)

Yes

No

Under investigation

Occurrence Report

4.6 Known associated occurrences (including foreign fleets):		<input type="checkbox"/> None	<input type="checkbox"/> Unknown	<input type="checkbox"/> Under investigation	
<input type="checkbox"/> Yes, detail:					
4.7 What rectification action(s) are proposed: <i>(Please provide reference to task(s) raised internally per MTCH / MDOA / MPOA procedures)</i>		<input type="checkbox"/> N/A	<input type="checkbox"/> Under investigation		
4.8 Has the aircraft OEM been consulted / informed through the assessment?		<input type="checkbox"/> Yes	<input type="checkbox"/> Not required		
Ensure this Form is completed and submitted consistent with the required reporting timeframes detailed in the guidance section and DASR 21.A.3A(b).					
4.9 Design/Production Organisation Point of Contact Information					
Organisation Reference <i>(where different from Section 2.6)</i>					
Form revision status for this submission:		<input type="checkbox"/> Initial	<input type="checkbox"/> Rev01	<input type="checkbox"/> Rev02	<input type="checkbox"/> Rev03
Name					
E-mail address					
Position / Organisation					
Signature					
Save and Submit the Occurrence Report					

Occurrence Report

5. OTHER ORGANISATION ADDITIONAL ASSESSMENT

5.1 Assessment of occurrence

5.2 Other organisation Root Cause Assessment

 Under investigation

5.3 Are there known associated occurrences?

 Unknown

 Under investigation

 No Yes, *detail:*

5.4 Recommendations to rectify

 N/A

 Under investigation

Ensure this Form is completed and submitted consistent with the required reporting timeframes detailed in the guidance section and applicable organisation's DASR obligations.

5.5 Other Organisation and Point of Contact information

Organisation Reference (*where different from section 2.6*)

Form revision status for this submission:

 Initial Rev01 Rev02 Rev03

Name

E-mail address

Position / Organisation

Signature

[Save and Submit the Occurrence Report](#)