

## Notice to users:

- Please fill in the form, use drop-down list where applicable, and submit it with supporting document files to **safetyreport@caat.or.th**.
- Additional information can be filled into the PDF form and resubmitted via email to CAAT later.
- Please ensure that the same 'Report identification' is used for future references.
- In the event of a Dangerous Goods, please use the Dangerous Goods form.
- For more details about how to use the form, please refer to the relevant CAAT guidance material.
- Field type:           = Mandatory fields required for "Initial Report",           = Mandatory fields for "Final Report",           = Optional fields.

<b>General Information</b>				
Title of occurrence				
UTC date (YYYY/MM/DD)		UTC time (HH:MM)		
<b>Report Administration Information</b>				
Report identification <i>The identifying file reference of the report that is internally used by operator or reporter to uniquely identify the report.</i>		Report status		
Country		Organisation category	Organisation type	Organisation name
Reporting entity				
Parties informed		<ul style="list-style-type: none"> <li>- Indicate which entities you have forwarded this report to.</li> <li>- In the event of an accident or serious incident, also send a copy of this report without delay to MOT_AAPIG_GR@mot.go.th.</li> <li>- If the event involves air traffic management, also send a copy of this report to relevant Air Traffic Control Unit.</li> <li>- If the event involves ground handling, and / or the operator of the aircraft, also send a copy of this report to relevant agencies / airlines.</li> </ul>		
CTRL and click for multiple selection				
<b>Occurrence Location Information</b>				
State or area of occurrence	World region	State / area	Sub-area	Other (specify)
Aerodrome of occurrence	Country	ICAO code and aerodrome name	Other (specify)	
The airport / heliport where the incident took place (even for the event that took place during climb or approach).				
Location of occurrence Details of the event location (Runway number, taxiway number, parking lot number or details if the occurrence happened during en-route).				
<b>Environment Information</b>				
Light condition				

[illegible]

**Occurrence Information**

Event type and information

Description of the occurrence (narrative)

**Occurrence Analysis Information**

Occurrence analysis result (description of hazards / threats / root causes)

*If the required final report cannot be completed within the required timeframe mandated by the requirement, specify the reasons, difficulties, and the progress here before the deadline.*

**Preventive / corrective actions**

*Description of the measures taken to reduce / mitigate the risk.*



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