



## **OCCURRENCE / IMPROVEMENT REPORT**

### **INSTRUCTIONS:**

- This form is to be used by the Organisation's staff, Club members or students to report:
  - a) An occurrence or incident affecting or which could affect the Organisation, its staff, customers, equipment, or processes.
  - b) Where improvement can be made to the Organisation's systems or processes.
  - c) For the identification of hazards, health and safety issues or any unsafe item or event
- After completing the report, forward it to the Organisation's Safety Systems Manager.
- In the event of an injury or serious incident, you must submit the report immediately.
- Your report should include as much information as possible, any further action taken or outcomes, and any suggestions you may have.

### *Office Use Only*

Ref No ..... / .....

Acknowledge ☐

CAA ☐

WorkSafe NZ ☐

Assigned to:

Target Date:

Info:

Closed ☐

**DATE:**

**SUBJECT:**

**TIME:**

**LOCATION:**

**PHASE OF FLIGHT:**

**AIRCRAFT REG:**

ZK - \_ \_ \_

**ALTITUDE:**

**EFFECT ON FLIGHT:**

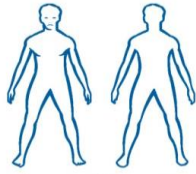
**DO YOU WISH YOUR NAME TO REMAIN CONFIDENTIAL?**

Yes / No

### **DETAILS:**

### **SUGGESTIONS / OUTCOMES:**

**DOES THIS OCCURRENCE RELATE TO AN INJURY OR ILLNESS? Yes / No IF YES, PLEASE COMPLETE NEXT SECTION**

<b>NATURE OF INJURY / ILLNESS</b>			
Please indicate body part affected			
			
<b>PERSON LOGGING THE REPORT:</b>			
Print name:	Signature:	Date:	Contact Phone/E-mail: