



May 27, 2021

**MEMORANDUM**

**TO : ALL APPROVED TRAINING ORGANIZATIONS (ATOs)**

**SUBJECT : STRICT ADHERENCE TO THE PHILIPPINE  
MANDATORY SAFETY REPORTING PROCEDURES**

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It has been an observation by this Authority that some ATOs are not reporting aviation accidents/incidents and other safety related occurrences (including defects/malfunctions/service difficulties) to CAAP-FSIS copy furnish Aviation Safety Analysis Division (ASAD).

This have caused inconsistencies on TOCID accident/incident records and possibly on ASAD records as well. As stake holders under PCAR Part 3 ATO and Part 5 – Airworthiness, it is your primary responsibility and obligation to inform and notify FSIS and its respective offices on accidents/incidents that may greatly affect the approvals initially granted to ATOs and/or training aircraft. ATO related Accidents/Incidents are major concerns for flight safety and therefore must be assessed by TOCID for further review on the effectivity of flight training operations, procedures and aircraft maintenance.

The objective of accident/incident reporting is to provide timely regulatory response in the interest of aviation safety. It is also an essential element of the overall CAAP centralized monitoring function and enable an assessment of the safety implications including previous similar accidents/incidents through technical inquiry and initiate timely corrective actions to prevent recurrence. This will serve as a tool to identify those occasions where routine procedures have failed.

In this regard, all ATOC holders are hereby directed to strictly adhere to the Philippine Mandatory Safety Reporting Procedures. Below are the official email addresses to be notified in occurrences of ATO related accidents/incidents.


**FSIS:** [fsis\\_chief@caap.gov.ph](mailto:fsis_chief@caap.gov.ph)

**TOCID:** [tocid@caap.gov.ph](mailto:tocid@caap.gov.ph)

**ASAD:** [asad@caap.gov.ph](mailto:asad@caap.gov.ph)

For your guidance and strict compliance.

By Authority of the Director General:

  
**CAPTAIN DONALDO A. MENDOZA**  
Deputy Director General for Operations/  
OIC, Flight Standards Inspectorate Service