



Civil Aviation Authority of the Philippines  
**Aircraft Accident/Incident Immediate Notification Form**

☐ - **ACCIDENT (ACCID)**

☐ - **INCIDENT (INCID)**

Please print legibly. This notification should contain information as within the knowledge of the person reporting.

<b>Name of reporter:</b>	<b>Date:</b>
<b>Address:</b>	<b>Contact Nos.:</b>

<b>AIRCRAFT: Manufacturer &amp; Model:</b>	<b>Nationality:</b>	<b>Registration Marks &amp; Serial No.</b>
<b>Name of Owner / Operator / Hirer:</b>		
<b>Name of Pilot-in-Command:</b>	<b>Nationality:</b>	
<b>Name of Crew(s) :</b>	<b>Nationality:</b>	
<b>Name of Passenger(s):</b>	<b>Nationality:</b>	
<b>Date and Time of the Accident/Incident :</b>	<b>Last point of departure and point of intended landing of the aircraft :</b>	
<b>Position of aircraft with reference to some easily defined geographical point and latitude &amp; longitude: (continue on separate sheet if necessary)</b>		
<b>INJURIES</b>		
<b>CREW</b>		
<b>PASSENGER</b>		
<b>OTHERS</b>		
<b>FATAL</b>		
<b>SERIOUS</b>		
<b>MINOR/NONE</b>		
<b>Brief description of the ACCID/INCID and the extent of damage to aircraft / indication of access difficulties or special requirements to reach the site / presence and description of dangerous goods on board the aircraft: (continue on separate sheet if necessary)</b>		



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**NOTE:**

1. This form could be used by any air operator, organization and individual who has knowledge / witness any aircraft accident / incident.
2. Please enter NA for data that are not available and sent / transmit this form / data by the most expeditious means to any of the following

**OFFICE OF THE DIRECTOR GENERAL**

Tel Nos. 7944-2001/7994-2003

Email: [odg.caap@gmail.com](mailto:odg.caap@gmail.com)

**AIRCRAFT ACCIDENT INVESTIGATION AND INQUIRY BOARD**

Tel Nos. 7944-2142 to 2143

Fax No. 7944-2141

Email: [aaiib@caap.gov.ph](mailto:aaiib@caap.gov.ph) / [caap.aaiib2013@gmail.com](mailto:caap.aaiib2013@gmail.com)

**OPERATIONS CENTER**

Civil Aviation Authority of the Philippines

Tel No. 7944-2030

Email: [opcencaap@gmail.com](mailto:opcencaap@gmail.com)

Nearest CAAP, PNP and AFP Facilities

3. Any CAAP office who receives a copy of this report should immediately send copies to the following:
  - a. Director General, CAAP
  - b. Head, AAIIB
  - c. Operations Center, CAAP