Air Accident Investigation Unit
Ireland

Department of Transport,
Leeson Lane,
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Roinn Iompair,
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Éire

AAIU REPORT FORM

Accident ☐ Incident ☐

Owner, Operator ☐ Pilot in Command ☐ Instructor ☐

**** Please Tick Above as Appropriate ****

Aircraft Type:	**Registration:**
Location:	**Date:**
At: hrs (Local Time) and that you were the,	

In order to assist the AAIU further in the investigation of this occurrence, please complete this Report Form to the best of your ability providing details of the event. Please then sign it to confirm the accuracy of all details therein, and return the completed form within fourteen days to the Chief Inspector of Air Accidents at the address below.
If you have any difficulties in completing this Form or any other queries relating to the occurrence please contact the AAIU (see contact details below).
Should additional information be required, an Inspector of Air Accidents will contact you in due course.

It is recommended that you retain a copy of your completed form for your records.

In Accordance with Annex 13 to the International Civil Aviation Organisation Convention, Regulation (EU) No. 996 / 2010, and Statutory Instrument No.460 of 2009, AIR NAVIGATION (NOTIFICATION AND INVESTIGATION OF ACCIDENTS, SERIOUS INCIDENTS AND INCIDENTS) REGULATION, 2009, the sole purpose of these investigations is to prevent aviation accidents and serious incidents.

It is not the purpose of any such accident investigation and the associated investigation report to apportion blame or liability.

Signature: _____ **Investigator-in-Charge**

Name: _____ **Investigator-in-Charge**

Date: _____

For the Chief Inspector of Air Accidents

Privacy Statement

The AAIU requires certain personal data to be collected, along with other information, to comply with Irish and European Law and also under International protocols. The Air Accident Investigation Unit (AAIU) are committed to maintaining and enhancing the privacy and confidentiality of your personal data. We take various steps to protect the information you provide from loss, misuse and unauthorised access or disclosure. These steps take into account the sensitivity of the information we collect, process and store, and the current state of technology. We have implemented appropriate security measures to protect your data, using a range of security technologies and processes. Personal Data collected by the AAIU for the purposes of safety investigation cannot be shared to parties outside of a Safety investigation under the regulations and protocols referred to above unless ordered to do so by the High Court of Ireland. To meet its obligations the AAIU is required to furnish Investigative Authorities in other States with personal information. Some of these Authorities are in the UK or NI or in States outside the EU and EEA. This information is supplied under the Regulations referred to above and the recipient is bound by the rules of professional secrecy and rules in the International protocols.
Personal Information collected outside the purpose of Safety Investigation is collected under the protection of the Department of Transport's Data Protection Policy. Details of this policy setting out how we will use your personal data as well as information regarding your rights as a data subject are available on the Department's data protection page. Details of this policy are also available in hard copy upon request by emailing DATAPROTECTION@TRANSPORT.GOV.IE or in writing to Data Protection Unit, Department of Transport, Leeson Lane, Dublin D02 TR60.

Aircraft Details

Aircraft Registration No.		Aircraft Serial No.			
Aircraft – Make and Model					
Engine – Number, Make and Model					
Year of Manufacture		C of A (or P to F) - Category		Date	DD/MM/YYYY
Total Airframe Hours		Last Check - Type		Date	DD/MM/YYYY
Max Take-off Weight kgs		C of G Position		Date	DD/MM/YYYY
Aircraft Category*		Dangerous Goods:			

Operator (or Owner if Private)		**Maintenance Organisation**	
Company:		Company:	
Contact Name:		Contact Name:	
Address:		Address:	
Phone:	**Fax:**	Phone:	Fax:
Mobile:		Mobile:	
E-mail:		E-mail:	

Flight Details				**Weight**
Category of Flight*		Number of Crew		kgs
Departure Airfield		Number of Pax		kgs
Departure Time	hrs Local	Baggage and/or Freight		kgs
Planned Destination		Fuel Type		
Flight Phase*		Flight Number		
Speed at 1st event		Altitude of 1st event (feet)		

Flight Crew Details

Personal details		**Commander**	**Co-Pilot**	**Other Crew**
Name				
Date of Birth				
Licence (e.g. ATPL, CPL, PPL, SPL)				
Licence Number				
Country Of Issue				
Licence renewal date				
Last LPC/OPC/Flight Check Date:		DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY
Last Instrument Rating Date:		DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY
Medical Certificate Class and Date:		DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY
Flying Experience	P1 Total			
	P2 Total			
	Total hours			
	P1 Occurrence type			
	P2 Occurrence type			
	Occurrence type hours			
Total flying hours – All types	Last 90 Days			
	Last 28 Days			
	Last 24 Hours			
Total flying hours – Occurrence type	Last 90 Days			
	Last 28 Days			
	Last 24 Hours			

* See Appendix A

Public Transport Flights Only

Duty Period up to Occurrence:	
Rest Period Prior to Duty:	

Weather Details

	Forecast Conditions		Actual Conditions	
Wind (Direction & Speed)				
Visibility				
Significant Weather				
Cloud				
Temperature/Dew point				
Forecast Obtained From:			at:	hrs Local

Airfield Details

(Only if RELEVANT to the Accident/Incident)

Airfield Name				Runway Used	
Surface Type*		Surface Condition*		Wet/Dry	
Type of Departure /Approach			Nav Aid(s) in use		
Radio Communication with				Frequency MHz	

For Helicopters Only

Phase Of Flight*		
Was helicopter in hover at time of event?	(Yes/No)	
Weather Conditions*		
Light Conditions*		
Pressure altitude (where event initiated) in feet		
Height AGL (where event initiated) in feet		
Total Time on helicopters	Pilot:	Co-Pilot:
Total Time on event type	Pilot:	Co-Pilot:

Survival Details

Damage to Cockpit Area:-			**List ONE of four Categories:**		Severe	Moderate
Damage to Cabin Area:-					Minor	None
Seats/Harness (Insert number of each)		**Crew**		**Pax**		
		Used	Failed	Used	Failed	Failure Mode
Full Harness		(Yes/No)	(Yes/No)	(Yes/No)	(Yes/No)	
Lap & Diagonal		(Yes/No)	(Yes/No)	(Yes/No)	(Yes/No)	
Lap Only		(Yes/No)	(Yes/No)	(Yes/No)	(Yes/No)	
Seat Structure		(Yes/No)	(Yes/No)	(Yes/No)	(Yes/No)	

Survival Equipment Failures

Failed Item	Failure Mode

* See Appendix A

Aircraft Evacuation

Exit(s) Used - Crew		Time Taken	hh:mm
Exit(s) Used - Passengers		Time Taken	hh:mm
Emergency Services Present		Time Taken	hh:mm

Survival Details – Additional Remarks:-	

Injuries to Personnel

(Insert number of persons in each category)

	Fatal	Serious	Minor	None
Pilot in Command				
Other Flight Crew				
Cabin Crew				
Passengers				
On Ground				
Total				

Damage to Aircraft	Repair Agency
	Company:
	Contact Name:
	Address:
	Phone:
	Fax:
	Mobile:
	E-mail:
	Damage to Other Property

Does the aircraft carry Third Party Insurance?	Yes/No	Amount €€	

Accident/Incident Site Information	Grid Ref:

Sketch of Accident/Incident Site									

Note:	• Indicate ***north*** and ***site elevation*** *(amsl)* in feet or metres.
	• If the accident/incident did not occur on an airfield for which the information is published, indicate the ***surface type***, ***length***, ***width*** and ***slope*** if known.
	• Any available photographs /video of the event/ site and/ or the aircraft would greatly assist the Investigation

Narrative Description of Accident/Incident

The handling Pilot at the time of the Accident/Incident was:

Time of Accident/Incident:	(hrs Local)

Your assessment of the Cause of the Accident/Incident:

I understand in completing this Report, that the purpose of the Report is Air Accident Investigation, and that this Report shall not be used for any other purpose without my written permission.

Signature:	***If you were NOT the Pilot-in-Command please give his/her details below***
Name:	Name:
Status: (PIC, CFI, Owner, etc)	Address:
Date: DD/MM/YYYY	Date: DD/MM/YYYY
Phone:	Phone:
Home:	Home:
Work:	Work:
Mobile:	Mobile:
E-mail:	E-mail:

Appendix A

1. Aircraft Category	2. Category of Flight	3. Flight Phase	4. Surface Type
Fixed Wing	Aerial Work	Stand	Concrete
Helicopter	Air Ambulance	Taxi	Asphalt
Dirigible	Cargo	Takeoff	Steel
Gyroplane	Cargo Scheduled	Enroute	Grass
Balloon	Cargo Unscheduled	Approach	Dirt/Gravel
Microlight	Maintenance	Landing	Ice
Glider	Military	Manoeuvring	Snow
Other	Private	Post Impact	Steel Mesh
Unknown	Public Transport Scheduled	Unknown	Other
	Public Transport Unscheduled	Other	Unknown
	SAR Civil		
	SAR Military		
	Training		
	VIP		
	Unknown		
	N/A		
5. Surface	**6.** Weather Conditions		**7.** Light Conditions
Condition	IMC		Daylight
Good	VMC		Night
Average			Dawn
Poor			Dusk
Not Applicable			Twilight
Unknown			Unknown

Intentionally Blank

Data Protection Privacy Notice for Form: AAIU Pilot Report Form

Part A:

The AAIU are fully committed to keeping all personal data submitted to us safe and secure. All necessary technical measures have been put in place to ensure the safety and security of the systems which hold your data.

Being open and transparent in how we process your personal data is important to us and therefore we aim to keep you informed of the purpose(s) for which your personal data will be used and why, where it may be shared elsewhere and why, and how long your data may be held by the AAIU.

Data Controller and Data Protection Officer

The Department of Transport has two data Controllers:

1. The Department of Transport
2. The Driver and Vehicle Computer Services Division of the Department

The AAIU is the statutory body in Ireland responsible for the investigation of aviation occurrences and is functionally independent of the Department of Transport.

The Department has its Headquarters in Leeson Lane, Dublin D02 TR60. It has appointed a Data Protection Officer (DPO) for you to contact if you have any questions or concerns around the Department's personal data policies or practices. The Department's DPO details are as follows:

Data Protection Officer

Department of Transport

Leeson Lane

Dublin D02TR60

Ph: 00353 (85) 879 7044

DataProtection@transport.gov.ie

Please contact the Department's DPO with any queries you may have in relation to this privacy statement for the **AAIU Report Form.**

Personal data processed by the AAIU will only be used for the specific purpose(s) as outlined when the data is collected, or in later communications, and will only be used in accordance with the Data Protection legislation in force.

Data Subject Rights:

When you provide personal data to us you have certain rights available to you in relation to that data. These rights are outlined below and can be exercised by contacting the Data Protection Officer, as detailed above, indicating which right you wish to exercise:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling

Finally, as a data subject, should you be unhappy with the provision of information in this Notice you can make a complaint the Data Protection Commission, which is Ireland's Supervisory Authority for data protection matters.

Part B: Information Specific to the Data Being Collected in the AAIU Report Form

The following data is specific information in relation to the personal data processed for the purposes of Aircraft Accident Investigation.

Specific Purpose:

The AAIU Report Form is used where an investigation into an Aircraft Accident, Serious Incident or Incident is being conducted. Certain personal data is required to process this AAIU Report Form correctly in adherence with our obligation to investigate occurrences. The AAIU collects personal information to meet our obligations for the investigation of Air Accidents, Serious Incidents and Incidents. This will include personal information of those involved in an aviation occurrence and such information is sourced through the use of the AAIU report Form. The AAIU also receives personal information from third parties, including those outside of the EU in order to fulfil our International, European and National obligations to investigate or assist in the investigation of aviation occurrences.

Legal Basis:

The AAIU is required to carry out its investigations in accordance with International Convention, Regulation (EU) 996/2010 and S.I. 460 of 2009, and is required to comply with the International protocols as laid down in ICAO Annex 13. These Regulations allow the AAIU to obtain any information that is necessary to carry out a Safety Investigation. The Regulations also bind any person that participates in a Safety Investigation to the applicable rules of professional secrecy including the anonymity of those involved or those who have provided information in the context of a Safety Investigation.

The only way the AAIU can be required to share personal data outside of a Safety Investigation would be if ordered by the High Court of Ireland.

Recipients:

The AAIU collects information for the purposes of Safety Investigation. Information cannot be shared outside of an investigation by Irish and European Law and also under International protocols. The only time personal Information is shared outside of a Safety Investigation is if the AAIU is so ordered by the High Court of Ireland. To meet its obligations the AAIU is required to furnish other States with personal information, some of these States are outside the EU. This information is supplied under the Regulations referred to above and the recipient is bound by the rules of professional secrecy and rules in the International protocols.

Transferred outside the EU/EEA and countries with which there is no adequacy agreement[1]

The personal information you provide in this form may be transferred to Aircraft Accident Investigation body(ies) in the UK or NI or outside the EU/EEA. This may occur, if that body(ies) is involved in the investigation of this occurrence. Another State may be involved in an investigation if the occurrence has taken place in a State outside the EU/EEA and involving an aircraft on the Irish Aircraft Register, or if the occurrence has taken place within the Irish State or Irish Territorial Waters involving an aircraft registered in that non EU/EEA State.

Retention period:

The AAIU holds all personal data securely. The AAIU will retain personal data that is necessary for Safety Investigation purposes and this will extend beyond the publication of the investigation report. This is because the information is pertinent to subsequent Safety Investigations or there is a possibility the investigation could be reopened at a later date.

Data provision being statutory or contractual obligation

The personal data provided for this purpose is being requested under the requirements of S.I. 460 of 2009 and REGULATION (EU) No 996/2010.

Automated decision making

Automated decision making is not part of the processing of the personal data included in the AAIU Report Form.

Technical information on data collected

Technical information on the cookies used on our website is available on https://www.gov.ie/en/publication/fdde77-data-protection/

*Please see the EU Commission website for further information. -

https://ec.europa.eu/info/law/law-topic/data-protection/international-dimension-data-protection/adequacy-decisions_en