

 <p>NCAA NAMIBIA CIVIL AVIATION AUTHORITY</p>	<p><b>REPUBLIC OF NAMIBIA</b></p> <p>NAMIBIA CIVIL AVIATION AUTHORITY</p> <p><b>AERONAUTICAL INFORMATION CIRCULAR</b></p>	<p>Executive Director Namibia Civil Aviation Authority Private Bag 12003 Ausspannplatz WINDHOEK</p>
<p>Tel: +264 61 702082/2203 Fax +264 61 702088</p> <p>e-mail: <a href="mailto:aip@ncaa.na">aip@ncaa.na</a></p>		<p><b>AIC</b></p> <p>Series A 03/2022 28 January 2022</p>

### FILING OF INCIDENTS AND ACCIDENTS

This AIC replaces AIC A 34/2020 dated 24 November 2020 and serves as a notification on the following changes:

1. The abbreviation that denotes the Directorate of Aircraft Accident and Incident Investigation is DAAIL.
2. The email address of DAAIL is [DAAIL@mwt.gov.na](mailto:DAAIL@mwt.gov.na).
3. The email address for NCAA Incidents **has changed to** [incidents@ncaa.na](mailto:incidents@ncaa.na).
4. All users are advised to please address mandatory incidents and accidents to both [incidents@ncaa.na](mailto:incidents@ncaa.na) and to [daail@mwt.gov.na](mailto:daail@mwt.gov.na) for filing of incident or accident reports.
5. A revised Namibia Aviation Safety Occurrence Reporting form **FSS-GEN-FORM-014 Version 20-22**, **and** a printable version, FSS-GEN-FORM-014B, are available on [www.ncaa.com.na](http://www.ncaa.com.na)
6. The following reasons apply for the updating and maintaining a robust reporting system:
  - 6.1. Collection of complete and accurate data on accident, incident, and hazard reports is fundamental to being able to investigate aviation safety occurrences in order to improve safety and to prevent a re-occurrence of such events in the future.
  - 6.2. The new form has incorporated various changes requested by our service providers and internal departments, so users are advised to please utilize the latest form.
  - 6.3. It is against this background that aviation personnel, operators and service providers are requested to report accidents, Incidents, and hazards using the latest form **FSS-GEN-FORM 014 vs 20-22**.
  - 6.4. The Namibian Civil Aviation Technical Standard **NAM-CATS-SMS Part 140 Appendix A** refers to instances where pilots, air traffic controllers, operators, and service providers are required to submit safety occurrence reports to the Executive Director of the Namibia Civil Aviation Authority.

- 6.5. When required to make such reports you should make use of the above-mentioned form or an alternate NCAA approved form, as per their company SMS Manual, as soon as possible after the occurrence. Operators may consider adapting their company forms to contain the required fields.
- 6.6. Where these reports are to be made to the Executive Director and Directorate of Accident and Incident Investigation, these shall be emailed to [incidents@ncaa.na](mailto:incidents@ncaa.na) and [DAAII@mwtc.gov.na](mailto:DAAII@mwtc.gov.na) .
- 6.7. The recipients of these email addresses will forward the reports to the necessary applicable NCAA safety divisions (OPS, AIR, ANSSO, AGA, PEL, AvSec) relevant to the report and the inspector investigating at the Directorate of Accident and Incident Investigation.
- 6.8. The Aviation Safety Occurrence Report form FSS-GEN-FORM 014 has been designed to be an interactive form with dropdown menus and selection boxes to ensure better reporting and maintaining of statistical collection of data.
- 6.9. Once the form is completed, it should be saved in PDF Format (thereby locking the selections) and mailed to the above-mentioned e-mail addresses.
7. While NAMCATS-SMS details the mandatory occurrences which are required to be reported as detailed in paragraph 6.4, it is encouraged that all users **wherever possible make use of voluntary, hazard, and if necessary confidential reporting** options which are all vital parts of our state safety programme. Voluntary, hazard, and confidential reports should be sent to [incidents@ncaa.na](mailto:incidents@ncaa.na).
8. To accommodate our users in the field, for example enroute, or away from computers NCAA has also made available a printable version of the occurrence form, **FSS-GEN-FORM 14B Vs 20-22**, also available at [www.ncaa.com.na](http://www.ncaa.com.na). This form can be filled in by hand for times when users are away from their computer. This form may be printed and left in the office at strategic locations or sent in the crew's flight packages for more convenient access by all aviation users.
9. Please try to utilise the most up to date version of the occurrence reporting form in the most convenient format for your purpose (i.e. word document, confidential fillable pdf, or printable pdf).
10. For further information on the content of this AIC and other related information contact the Director of Aircraft Accident and Incident Investigations office at:

**Directorate of Aircraft Accident and Incident Investigations**

Ministry of Works and Transport

Private Bag 12042

Bell Street 6719

Ausspannplatz

Republic of Namibia

Tel: +264 61 2088411

Fax: +264 61 2088495

[DAAII@mwt.gov.na](mailto:DAAII@mwt.gov.na) .

Or Namibia Civil Aviation Authority Safety Promotion and Quality Department at:

**Namibia Civil Aviation Authority,**  
Safety Promotion and Quality Department  
Private Bag 12003  
4 Rudolf Hertzog Street  
Ausspannplatz  
Tel: +264 83 235 2100  
[incidents@ncaa.na](mailto:incidents@ncaa.na) or [spq@ncaa.na](mailto:spq@ncaa.na)