

Report No.
(Admin Use Only)

Instructions:

- a. Please complete this report whenever you identify an abnormal situation or a condition that poses a level of threat to health, property, or environment.
- b. In order to provide a follow-up on your report, please ensure that you use your full name, email address, and provide an accurate description of the hazard or occurrence.
- c. Aircraft Technical issues are to be reported in the logbook prior to completing this form.

Reporter Details	
Full Name	Email
	Telephone
Pilot in Command <small>(if different than reporter)</small>	Email
	Telephone

Occurrence Details	
Date	Time
Aircraft Type / Registration <small>(if applicable)</small>	
Location / Area	

Description of Occurrence or Hazard

Can you suggest a practical means of mitigating this occurrence or hazard?

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Transfer to FINDING?	<input type="checkbox"/> NO	<input type="checkbox"/> YES	FND No.
Risk Assessment Required?	<input type="checkbox"/> NO	<input type="checkbox"/> YES	Hazard Level – (G) (Y) (R) <small>(Circle One)</small>
Risk Assessment may be required whenever: <ul style="list-style-type: none"> A similar Green report has occurred 3 times in 90 days The report is designated as Yellow or Red (Y/R) There are two similar Yellow reports within 9 months Use the PFC-QA-007A form to provide details for the Risk Assessment 			

Follow-Up Action			
<input type="checkbox"/> Info Only <input type="checkbox"/> Action Required	If Applicable, Action Performed By		
Manager Signature	Date		
Root Cause			
Corrective Action			
Is further follow-up required?	NO <input type="checkbox"/>	YES <input type="checkbox"/>	If yes, provide details below.

Report Administration	
Safety Committee Chair Signature	Date