

Occurrence & Incident Reporting Guide

Aviation & Air Services

Document type: Letter / notice · Generated 15 Oct 2026

This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Explains mandatory and voluntary occurrence reporting in aviation — what and when and to whom to report, and building a reporting culture — to meet obligations and improve safety. Use it to set up compliant occurrence reporting.

Purpose of this tool & output

Report occurrences correctly and on time

How the output is used

Use it to report occurrences correctly and on time — a compliant occurrence/incident report to the DGCA within the mandated timeline.

Who receives it

The report goes to the DGCA (and the AAIB for reportable accidents/serious incidents), through the mandatory occurrence-reporting channel.

How to submit / file it

File the report in the prescribed format within the mandated timeline with the facts, immediate actions and follow-up, and cooperate with any investigation.

Who should vet it

Your safety/accountable manager, and the DGCA/AAIB that review the report and may investigate; a legal adviser where liability is involved.

Important cautions

Mandatory reporting obligations and timelines are set by DGCA and AAIB and failure to report is an offence; requirements change. Confirm the current reportable-occurrence list and timelines and foster a just, non-punitive reporting culture.

Companion documents

- Safety Management System (SMS) Setup
- Aviation Security Programme Builder
- Emergency Response Plan (ERP) Builder
- DGCA Audit & Surveillance Preparation
- Aviation Quality / Compliance Monitoring Guide
- Regulatory Compliance Health-Check

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.