ROTORUA AIRPORT

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OCCURRENCE REPORT

Once complete please return this form to the Airport Safety Management System Manager or the Airport Operations Manager. Alternatively an email providing a detailed description of the occurrence can be sent to: reports@rotorua-airport.co.nz

Date:	**Time:**
Person Reporting:	**Contact details:**
Description of what happened: *Please provide as much information as you can regarding the occurrence. This can include a timeline of events, information about who was involved and the actions of those involved. If it is safe to take a picture of what you have seen please provide it with this form. If it would help to draw a diagram to describe the occurrence or you need more space to write please do so on the back of this form.*	
Remedial Actions: *If appropriate, what actions have been taken to improve the situation?*	

Do you have any evidence to support this occurrence report? *Examples of evidence include photographs of a situation you consider to be unsafe, or a piece of FOD you have found on the airfield.* ***Only collect evidence if it is SAFE to do so!***	Yes ☐	No ☐
Does this occurrence pose a serious or immediate hazard to the safety of aircraft operations at the Airport?	Yes ☐	No ☐

Does this occurrence require a NOTAM to be issued?	Yes ☐	No ☐	Don't know ☐
Please provide details on any NOTAM's issued as a result of this occurrence:			
Does this occurrence pose a risk to biosecurity?	Yes ☐	No ☐	Don't know ☐
Does the Airport Management team need to be notified immediately?	Yes ☐	No ☐	Don't know ☐
If yes, have you notified them?	Yes ☐	No ☐	Don't know ☐

SM Occurrence Report Number: