



Ministry
of Defence

DEFENCE CONFIDENTIAL OCCURRENCE REPORTING SCHEME (*DCORS*) FORM

GUARANTEE

Command Flight Safety Officers and the MAA guarantee that your name and address will be removed. From then on your report will be anonymous.

Narrative:

Air Safety matters are generally best addressed through your unit using normal Service channels or entered in the Flight Safety Log (for RN personnel). Exceptionally, a mistake or error which would otherwise go unreported, may be reported directly to your Service CFSSO (address overleaf) who guarantees that your anonymity will be preserved.

Please give a complete story of the situation. One way to include all the important facts in your report is to make sure you have answered the following questions: 1. What happened? 2. Why? 3. What did you do about it? 4. Any recommendations to prevent reoccurrence.

Use continuation sheets if necessary and post to the appropriate address overleaf. It helps if the originator's name and unit are included, but neither is mandatory.

The table below indicates some other considerations. It is not exhaustive but contains many pertinent ingredients of past accidents/incidents.

Personal Details (aircrew)	Aircraft type and Mk / Aircrew category to nearest 100hrs: On type overall		
Personal Details (Ground Crew / Maintainers / Others)	Aircraft/Equipment type Length of time served / Length of time on unit / Trade / Class		
Air Occurrence	Height/FLI	Cockpit environment	Cockpit environment:
	Weather	Time on duty when incident occurred	Too hot? Too cold
	Day/Night	Other aircraft involved	Too noisy?
	IMC/VMC	Air Traffic Environment	Your state of health:
	Phase of Flight	Personal problems	Tired? Hungry?
	Manoeuvre	Where you distracted?	Hypnotic?
	Weapon attack	Where you dazzled?	
	Speed		
	Formation		
Ground Occurrence	Time of year	Circumstances:	Supervision Inadequate?
	Time of Day	Prep? Recovery?	Time on duty when incident occurred
	Experience	Excercise? Detachment?	Workload when incident occurred
	Paperwork / Publications		Personal problems
	Conditions:		
	Manning		
	Shortcuts	Too hot? Too cold? Too noisy? Distracted?	
	Training		
	Briefing	Your state of health	
	Procedures / Orders		
	Damage	Tired Hungry? Hypnotic?	
	Danger / Injury		
	Equipment / GSE / Tools		

Completed forms should be sent to the appropriate address below:

RN Personnel

Personal for:
The Officer in Charge
RNFSC
RNAS Yeovilton
Yeovil
Somerset
BA22 8HT

Army Personnel

Personal for:
SO1 FSS
Army Aviation Standards
Middle Wallop
Stockbridge Hants
SO20 8HD

RAF Personnel

Personal for:
Head - RAF Safety Centre
RAF Safety Centre
Lancaster Block
HQ Air Command
RAF High Wycombe
HP14 4UE

MoD Civilians and all MoD Contracted Civilian Personnel

Personal for:
SO1 KE1
Analysis and Plans,
MAA,
#5102
MOD Abbey Wood
Bristol
BS34 8QW

Cut along

Name and Rank.

Address.Tel no.