



In-Form

Use this form to highlight **ANY event, error, hazard, near-miss or concern** which you believe **did or could** affect Safety¹. Examples include (but are not limited to) inaccurate or confusing procedures, lack of correct equipment, local procedures not following those "in the book", "I didn't have", "They did", "I nearly did".

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 (or nearly happened)?
2. Why did it happen?
3. What did you do about it?
4. Are there any recommendations you would make to prevent reoccurrence?

Rank:	Name:	Section:	Date:
Tel No/Email:			

Description of Event, Error, Hazard, Near-miss, Concern or Suggestion

Continue overleaf if required

When Complete

Forward to your Flight Safety Officer/Representative or LEMSCO. Or send directly to the SEMSCO²

¹ There are several ways of reporting Air Safety related issues. Full details can be found at RA1410: Occurrence reporting on the [MAA Website](#)

² If you are unsure who these are, then pass to your Supervisor, Line manager or Duty officer