



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 Trade / Class Length of time served / Length of time on unit		
Air Occurrence	Altitude / FL Weather: Day/Night IMC/VMC Phase of Flight: Manoeuvre Formation Weapon attack	Airspeed Other aircraft involved Air Traffic Environment Personal factors: Were you dazzled? Were you distracted?	Time on duty when incident occurred Cockpit environment: Too hot / cold? Too noisy? Your state of health: Tired? Hungry? Hypnotic?
Ground Occurrence	Time of day Time of year Time on duty when incident occurred Circumstances: Prep? Recovery? Exercise? Detachment?	Task factors: Experience Manning Training Briefing Supervision Paperwork / Publications / Orders Equipment / GSE / Tools Workload when incident occurred Shortcuts	Work Environment Too hot / cold? Too noisy? Your state of health: Tired? Hungry? Hypnotic? Outcomes: Danger / Injury Damage

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
Operating Assurance
MAA
#5102
MOD Abbey Wood
Bristol
BS34 8QW

JAC Personnel
Personal for:
SO1 Air Safety
JAC HQ
Ramillies IDL 417
Marlbrough Lines
Monxton Road
Andover
SP11 8HT

Name and Rank.

Address.Tel no.