

# NOTIFICATION OF A NOTIFIABLE INCIDENT



Use this form to notify Civil Aviation Authority of a notifiable incident that exposes a person(s) to serious risk, as required by Section 56 of the Health and Safety Act 2015

## Notifier details

Are you making this notification as a:

(See the last page of this form for descriptions of these terms)

 PCBU HSR Other

Title:	<input type="text"/>	Last name:	<input type="text"/>
First name:	<input type="text"/>	Middle names:	<input type="text"/>
Phone number:	<input type="text"/>	Mobile number:	<input type="text"/>
Postal address:	<input type="text"/>		
Town/city:	<input type="text"/>	Postcode:	<input type="text"/>
Email:	<input type="text"/>		

## Details of incident

Date of event:	<input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>	Time of event: (UTC/NZDT/NZST)	<input type="text"/>
Incident address:	<input type="text"/>		
What happened?	<input type="checkbox"/> Escape, spillage or leakage of a substance	<input type="checkbox"/> Implosion, explosion or fire	
	<input type="checkbox"/> Escape of gas or steam	<input type="checkbox"/> Escape of a pressurised substance	
	<input type="checkbox"/> Electric shock	<input type="checkbox"/> Fall or release from a height of any plant, substance or thing	
	<input type="checkbox"/> Collapse, overturning, failure or malfunction of, or damage to any plant that must be authorised for use	<input type="checkbox"/> Collapse or partial collapse of a structure, or under slung load or human slung load	
	<input type="checkbox"/> Any other incident declared by regulations to be a notifiable incident for the purposes of the HSWA		
Phase of flight	<input type="checkbox"/> In preparation for imminent flight	<input type="checkbox"/> Taxi	
	<input type="checkbox"/> Take off	<input type="checkbox"/> In flight	
	<input type="checkbox"/> Landing		
Aircraft registration:	<input type="text"/>		



Aviation Rule Part:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> 91 General Operating Flight Rules       | <input type="checkbox"/> 102 Unmanned Aircraft                | <input type="checkbox"/> 115 Adventure Aviation               |
| <input type="checkbox"/> 119 Air Operator                        | <input type="checkbox"/> 121 Large Aeroplanes                 | <input type="checkbox"/> 125 Medium Aeroplanes                |
| <input type="checkbox"/> 133 Helicopter External Load Operations | <input type="checkbox"/> 135 Helicopters and Small Aeroplanes | <input type="checkbox"/> 137 Agricultural Aircraft Operations |
| <input type="checkbox"/> 141 Aviation Training Providers         | <input type="checkbox"/> Other rule parts (specify below)     |   |

Specify other:

Physical address:

  

Town/city:

Postcode:

Postal address

Same as above

Postal address:  
*(if different from physical)*

  

Town/city:

Postcode:

PCBU phone number:

PCBU mobile number:

PCBU contact:  
*(first name, last name)*

Email:

Is the PCBU investigating?

Yes

No

**Other PCBUs Involved**

Were other PCBUs involved?

Yes

No

Names of other PCBUs

  

**Health and Safety Representative (HSR) details**

There is an HSR working for this organisation?

Do they hold the NZQA qualifications for HSR?

## Declaration

I declare that to the best of my knowledge, the information provided in this notification is true and correct.

Full name:  
(first name, last name)

Date of birth:

D	D	M	M	Y	Y	Y	Y
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Position:

## How to complete this form and where to send your completed form

This form can be completed by opening on your computer using Adobe Reader then either:

1. Type the information into the form and save to your computer.
2. Print the form off and hand write in details.

Once completed either scan the handwritten form, or attach the completed PDF version and email it to Civil Aviation Authority:  
**isi@caa.govt.nz**

If emailing this form is not practical you may post it to:

Manager Health and Safety Unit  
Civil Aviation Authority  
PO Box 3555  
Wellington 6140

## Terms

**PCBU** — A PCBU is a 'person conducting a business or undertaking'. A PCBU may be an individual person or an organisation. It does not include workers or officers of PCBUs, volunteer associations with no employees, or home occupiers that employ or engage a tradesperson to carry out residential work. A PCBU must ensure, so far as is reasonably practicable, the health and safety of workers, and that other persons are not put at risk by its work. This is called the 'primary duty of care'.

**Worker** — A worker is an individual who carries out work in any capacity for a PCBU. It includes an employee, a contractor or sub-contractor, an apprentice or trainee, a person on work experience or a work trial, or a volunteer worker. Workers have their own health and safety duty to take reasonable care to keep themselves and others healthy and safe when carrying out work.

**HSR** — A health and safety representative (HSR) is a worker who has been elected by the members of their work group to represent them in health and safety matters. HSRs are elected by a work group, which is a defined group of workers who work for the PCBU. Only HSRs who have attended the Health & Safety training outlined in the Regulations can issue Provisional Improvement Notices, direct unsafe work to cease. These HSRs needed to have attended approved training under the HSE Act and completed transition training or completed NZQA 29315.