



## POE APPENDIX 4: PRODUCT REPORT FORM rev 5

*Occurrence reporting is only used for safety purposes and not used to attribute blame or liability, or for any purpose other than the maintenance or improvement of aviation safety.*

OFFICE USE ONLY			
Submitted By:	<b>To be confirmed</b>	PRF Form No:	
Date Received:	<b>To be confirmed</b>	Open/Closed:	
Actioned By:	<b>To be confirmed</b>	Classification:	<b>To be confirmed</b>
Closure Required By:	<b>To be confirmed</b>		
OCCURRENCE REPORT ORIGIN (Section 1)			
Product Description:		Reported By:	
Product Serial No:		Date Reported:	
Aircraft Type:		Country of Registration:	
Aircraft Registration:		Raised From:	
Details of Occurrence / Event / Issue			
CLASSIFICATION AND TYPE (Section 2)			
Classification: (Consult page 2,3,4)		Mandatory Occurrences must be communicated to the CAA via the aviation reporting portal <b>within 72 hrs.</b>	
Report Type: (Consult page 2,3,4)		Report to Agency By:	<b>Not Required</b>
Mandatory Type: (Consult page 2,3,4)			
SEND FORM TO:			
Quality Manager, Lindstrand Technologies Ltd, Maesbury Road, Oswestry, Shropshire, SY10 8HA, UK			

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### EVENT TYPE GUIDANCE MATERIAL

Event Type	Description
(EU) 2015/1018 Annex II, 1.0 <b>Manufacturing</b>	Products, parts or appliances released from the production organisation with deviations from applicable design data that could lead to a potential unsafe condition as identified with the holder of the type-certificate or design approval.
(EU) 2015/1018 Annex II, 2.0 <b>Design</b>	Any failure, malfunction, defect or other occurrence related to a product, part, or appliance which has resulted in or may result in an unsafe condition. Remark: This list is applicable to occurrences occurring on a product, part, or appliance covered by the type- certificate, restricted type-certificate, supplemental type-certificate, ETSO authorisation, major repair design approval or any other relevant approval deemed to have been issued under Commission Regulation (EU) No 748/2012 (1).
(EU) 2015/1018 Annex II, 3.0 <b>Maintenance &amp; Continued Airworthiness</b>	<ol style="list-style-type: none"> <li>(1) Serious structural damage (for example: cracks, permanent deformation, delamination, debonding, burning, excessive wear, or corrosion) found during maintenance of the aircraft or component.</li> <li>(2) Serious leakage or contamination of fluids (e.g. hydraulic, fuel, oil, gas, fluids).</li> <li>(3) Failure or malfunction of any part of an engine or powerplant and/or transmission resulting in any one or more of the following:               <ol style="list-style-type: none"> <li>(a) non-containment of components/debris;</li> <li>(b) failure of the engine mount structure.</li> </ol> </li> <li>(4) Damage, failure or defect of propeller, which could lead to in-flight separation of the propeller or any major portion of the propeller and/or malfunctions of the propeller control.</li> <li>(5) Damage, failure or defect of main rotor gearbox/attachment, which could lead to in-flight separation of the rotor assembly and/or malfunctions of the rotor control.</li> <li>(6) Significant malfunction of a safety-critical system or equipment including emergency system or equipment during maintenance testing or failure to activate these systems after maintenance.</li> <li>(7) Incorrect assembly or installation of components of the aircraft found during an inspection or test procedure not intended for that specific purpose.</li> <li>(8) Wrong assessment of a serious defect, or serious non-compliance with MEL and Technical logbook procedures.</li> <li>(9) Serious damage to Electrical Wiring Interconnection System (EWIS).</li> <li>(10) Any defect in a life-controlled critical part causing retirement before completion of its full life.</li> <li>(11) The use of products, components or materials, from unknown, suspect origin, or unserviceable critical components.</li> <li>(12) Misleading, incorrect or insufficient applicable maintenance data or procedures that could lead to significant maintenance errors, including language issue.</li> <li>(13) Incorrect control or application of aircraft maintenance limitations or scheduled maintenance.</li> <li>(14) Releasing an aircraft to service from maintenance in case of any non-compliance which endangers the flight safety.</li> <li>(15) Serious damage caused to an aircraft during maintenance activities due to incorrect maintenance or use of inappropriate or unserviceable ground support equipment that requires additional maintenance actions.</li> <li>(16) Identified burning, melting, smoke, arcing, overheating or fire occurrences.</li> <li>(17) Any occurrence where the human performance, including fatigue of personnel, has directly contributed to or could have contributed to an accident or a serious incident.</li> <li>(18) Significant malfunction, reliability issue, or recurrent recording quality issue affecting a flight recorder system (such as a flight data recorder system, a data link recording system or a cockpit voice recorder system) or lack of information needed to ensure the serviceability of a flight recorder system.</li> </ol>

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<p>(EU) 2015/1018 Annex V, 3.1 <b>Air Operations</b></p>	<p>(1) Any flight which has been performed with a lighter-than-air vehicle which was not airworthy, or for which an incomplete flight preparation has or could have endangered the lighter-than-air vehicle, its occupants or any other person.</p>
<p>(EU) 2015/1018 Annex V, 3.2 <b>Technical occurrences</b></p>	<p>(2) Unintended permanent extinction of the pilot light.</p> <p>(1) Failure of any of the following parts or controls: dip tube on fuel cylinder, envelope pulley, control line, tether rope, valve seal leak on burner, valve seal leak on fuel cylinder, carabiner, damage to fuel line, lifting gas valve, envelope or ballonnet, blower, pressure relief valve (gas balloon), winch (tethered gas balloons).</p> <p>(2) Significant leakage or loss of lifting gas (for example: porosity, unseated lifting gas valves).</p>
<p>(EU) 2015/1018 Annex V, 3.3 <b>Interaction with air navigation services and air traffic management</b></p>	<p>(1) Interaction with air navigation services (for example: incorrect services provided, conflicting communications or deviation from clearance) which has or could have endangered the lighter-than-air vehicle, its occupants or any other person.</p> <p>(2) Airspace infringement.</p>
<p>(EU) 2015/1018 Annex V, 3.4 <b>Emergencies and other critical situations</b></p>	<p>(1) Any occurrence leading to an emergency call.</p> <p>(2) Fire, explosion, smoke or toxic fumes in the lighter-than-air vehicle (beyond the normal operation of the burner).</p> <p>(3) Lighter-than-air vehicle's occupants ejected from basket or gondola.</p> <p>(4) Incapacitation of the pilot leading to inability to perform any duty.</p> <p>(5) Unintended lift or drag of ground crew, leading to fatality or injury of a person.</p>
<p>(EU) 2015/1018 Annex V, 3.5 <b>External environment and meteorology</b></p>	<p>(1) A collision or near collision on the ground or in the air, with an aircraft, terrain or obstacle (1) which has or could have endangered the lighter-than-air vehicle, its occupants or any other person.</p> <p>(2) Interference with the lighter-than-air vehicle by firearms, fireworks, flying kites, laser illumination, high powered lights lasers, Remotely Piloted Aircraft Systems, model aircraft or by similar means.</p> <p>(3) Unexpected encounter of adverse weather conditions which has or could have endangered the lighter-than-air vehicle, its occupants or any other person.</p>

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CLASSIFICATION			
Severity	High Probability (1)	Medium Probability (2)	Low Probability (3)
SEVERE A	A1	A2	A3
HIGH B	B1	B2	B3
MEDIUM C	C1	C2	C3
LOW D	D1	D2	D3
E NON-SIGNIFICANT	E1	E2	E3

CLASSIFICATION OPTIONS	
Probability	Definition
High (1)	A significant number of similar incidents already on record or has occurred several times to aircraft of the type or a significant number of times.
Medium (2)	Several similar incidents on record, has occurred more than once to similar type aircraft.
Low (3)	Only very few similar incidents on record when considering a large fleet, or no records on a small fleet.

Severity	Definition
SEVERE (A)	Catastrophic event Potentially Catastrophic Inability to continue safe flight and landing Fatality(ies) / Multiple Serious Injuries
HIGH (B)	Serious increase in Flight Crew workload. Serious degradation of aircraft strength /integrity. Serious degradation of aircraft performance /handling. Small number of Serious Injuries
MEDIUM (C)	Significant increase in Flight Crew workload Significant degradation of aircraft strength / integrity Significant degradation of aircraft performance / handling. Minor Injuries
LOW (D)	Slight increase in Flight Crew workload Results in an effect which can be readily counteracted and for which adequate procedures are already in place
NON-SIGNIFICANT (E)	Submitted to Safety Data as a safety report but classified as not within the remit of the Mandatory Occurrence Reporting Scheme, or for statistical purposes only.



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Date Received:	<b>To be confirmed</b>	Open/Closed:	<b>Tbc</b>
Actioned By:	<b>To be confirmed</b>	Classification:	<b>To be confirmed</b>
Closure Required By:	<b>To be confirmed</b>		
LINDSTRAND TECHNOLOGIES ACCEPTANCE (Section 3)			
QM Accepted:		Re-assess Classification:	
Accepted Date:		Potential Airworthiness:	
If the occurrence <b>Report Type</b> equals <b>Voluntary</b> and <b>Potentially Airworthiness</b> equals <b>NO</b> , destroy this PRF and re-process the occurrence in accordance with <b>PS/091: Corrective and Preventive Actions</b>			
AIRWORTHINESS & SAFETY (Section 4)			
Airworthiness and Safety Evaluation Required By:		<b>#REF!</b>	
Airworthiness and Safety Evaluation Performed By:			
Does the nature of the problem affect airworthiness or safety? :		<b>Yes/No</b>	
Did or could this problem result in an unsafe condition? (See <b>DOH</b> and/or <b>AMC 21.A.3B(b)</b> for guidance on unsafe conditions)		<b>Yes/No</b>	
Justification for Response			
HoD/COA Agreement:	<b>Agreed/Disagreed</b> (with reason)		
Signed:		Date:	
GRADING & ASSIGNMENT (Section 4)			
Closure Allowance (weeks):		Graded By:	<b>To be confirmed</b>
P1: Requires action within <b>three weeks</b> P2: Requires action within <b>six weeks</b> P3: Requires action within <b>twelve weeks</b> P4: Action period <b>to be agreed</b> with relevant dept.		Closure By:	<b>To be confirmed</b>
		Assigned To:	
		Date Accepted:	



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Closure Required By:	<b>To be confirmed</b>		
<b>INVESTIGATION</b> (Section 5)			
Containment (Actions to control and contain the issue)			
Corrections (Actions required to resolve the issue)			
Root Cause Analysis (only applicable to non-conformances)			
Corrective Actions (Actions taken to prevent re-occurrences of the issue)			
Proposed Actions (For actions that cannot be completed time include delay reason and proposed completion date)			
Condition Conclusion:	<b>POTENTIALLY UNSAFE</b> <input type="checkbox"/>	<b>UNSAFE</b> <input type="checkbox"/>	<b>NOT UNSAFE</b> <input type="checkbox"/>
Name:		Date Actions Complete:	
Position in Company:		Signed:	
<b>CLOSING ACTIONS</b> (Section 6)			
Completed Investigation Received Date:			
Are the actions taken, or proposed, sufficient to close the PRF:		<b>Yes/No</b>	
Follow up Required:		<b>Yes/No</b>	
Follow up actions (If required)			
Follow Up Review Date:		Feedback to Originator:	<b>Yes/No</b>
Follow Up Accepted:	<b>Yes/No</b>	Date PRF Closed:	
Quality Manager's Signature:			