



The completed form should be e-mailed to: info@caav.vu

Security Incident Report – CAAV005C

Civil Aviation Rule requirement under Part 12.55 states that you are required to notify any security incidents or occurrences to CAA as soon as practicable.

Reporter’s Details

| | | | |
|--------------------------------|--------------------------|-------------------------------|---------------------------------|
| Name | | Position | |
| Organisation | | Reporter’s Client ID | |
| Date | Email | | |
| Telephone | Mobile Phone | | |
| Reporter’s ref num. | Reporter’s investigation | Open <input type="checkbox"/> | Closed <input type="checkbox"/> |
| Number of attachments (if any) | | | |

| | | | | |
|--------------------|--|------|--|--------------|
| Date of occurrence | | Time | | Local UTC |
| Location | | | | |

Operational Details

| | | | |
|---------------------------------------|--------------------------|------------------------------------|--------------------------|
| Security Breach | — | Non-adherence to procedures | |
| Access control failure | <input type="checkbox"/> | ID Card breach | <input type="checkbox"/> |
| Passenger screening failure | <input type="checkbox"/> | Breach of SRA / Sterile Area | <input type="checkbox"/> |
| Failure to identify image | <input type="checkbox"/> | Unauthorised vehicle airside | <input type="checkbox"/> |
| HBS/Cargo Screening Equipment failure | <input type="checkbox"/> | Landside Threat/ breach | <input type="checkbox"/> |
| Other Equipment failure | <input type="checkbox"/> | Act of Unlawful interference | <input type="checkbox"/> |
| Cyber-security breach | <input type="checkbox"/> | Other (Describe) | <input type="checkbox"/> |
| In-flight security failure | <input type="checkbox"/> | | |



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Description of Occurrence

Dangerous Goods

- Spillage/leakage
- Fumes/gas/smoke/fire
- Mis/non declaration
- Other (specify)

Risk Level

- High
- Medium High
- Medium
- Medium Low
- Low

The Civil Aviation Authority maintains a computer database which records all aviation-related occurrences.

The objective of reporting occurrences is to provide information for the CAA to improve security and safety.

This is achieved by analysis of security-related trends so that preventative actions may be taken.

Your cooperation in notifying, reporting and investigating security-related occurrences is requested so that together we can achieve a safer aviation environment.

**Safety Coordinator
Civil Aviation Authority PMB 9068
Port Vila, Vanuatu**